

Job Description – Admin & Accounts Executive / Assistant Executive, Prinsep Street Presbyterian Church, Church Office

Location: *Prinsep Street Presbyterian Church, 77 Prinsep Street, Singapore 188649*

Position Overview

Prinsep Street Presbyterian Church is seeking a diligent, dedicated, and service-oriented Admin & Accounts Executive / Assistant Executive to join our team.

This role reports directly to the Church Manager and plays a key part in supporting the administrative operations and financial health of the church. The ideal candidate is a reliable team player, adaptable and keen to learn. They should thrive in a collaborative, faith-based environment, uphold positive values, and have a heart for building relationships and community.

Successful candidates can look forward to dynamic and multi-faceted deployment in a loving, Christ-centered work environment.

Key Responsibilities and Expectations

Administrative Duties

- Oversee daily administrative operations of the church office, including receiving visitors, answering phone calls, and managing mail.
- Draft, edit, compile, and distribute the weekly church bulletin and mass community communications, in coordination with the pastoral and worship teams.
- Maintain the church membership database to ensure records are up to date.
- Manage office inventory, order supplies, and oversee church office equipment.
- Monitor the upkeep of the church office and premises, including managing service agreements with vendors.

Accounting Duties

- Maintain accurate financial records using accounting software.
- Record weekly offerings, tithes, donations, and special project funds.
- Process vendor invoices, ministry expense claims, and staff reimbursements, ensuring proper authorization before timely payment.
- Perform monthly bank reconciliations and prepare monthly financial statements.
- Monitor and track the church budgets to ensure expenses are within approved limits, including collation and compilation of annual budget reports.
- Provide timely financial reports to the Church Manager and Board, detailing income, expenditure, and financial forecasts. This includes flagging any financial concerns, e.g. cash flow, liquidity, or non-compliance to budget limits.

Coordination and Support

- Coordinate with the pastoral team and worship teams for Sunday services, ensuring seamless communication and logistics.
- Provide administrative support to various church functions and events as needed.
- Oversee facilities bookings of church premises for ministry use and church weddings.

Qualifications, Qualities and Skills

- Diploma or degree in Business Administration, Accounting, or a related field.
- Experience in workplace administration and accounting. Experience with a church or non-profit organization will be an advantage.
- Proficient in Microsoft Office Suite including Word, Excel, and PowerPoint. Proficiency with M365 and Xero accounting software will be an advantage.
- Commitment to the mission and values of Prinsep Street Presbyterian Church.
- Good interpersonal and communication skills.
- Organised, detail-oriented, and able to maintain high levels of accuracy.
- Proactive, resourceful in problem solving, and responsible in handling confidential information.
- Ability to work independently and be a reliable team player.

Work Hours and Deployment

- This is a full-time position based at Prinsep Street Presbyterian Church.
- Occasional weekend and evening work may be required, particularly around key church events and services.

Application Process

For enquiries and clarifications, please contact Mr Choo Wai How, Church Manager, at office@pspc.org.sg or **6337 0595**.

Applications should be sent to office@pspc.org.sg ; sessionclerk@pspc.org.sg by **15 October 2026**.

Prinsep Street Presbyterian Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We look forward to welcoming a dedicated and reliable team player to help us continue our mission and service.