

Finance

Ensure sound financial management through established processes, controls and safeguards in order to protect ActSEA's fiscal integrity.

Roles and responsibilities

Carry out financial operations in a timely manner and in line with established policies, procedures and templates:


- Process transactions
- Maintain accounting records
- Work with respective teams to plan, monitor, report on, and revise budgets
- Monitor and report on the financial health of ActSEA

Develop, implement, review, and/or improve systems and procedures to:

- Process transactions
- Maintain accounting records
- Plan, monitor, report on, and revise budgets
- Monitor and report on the financial health of ActSEA

Develop capacity of the team to achieve roles and responsibilities:

- Given available resources, work with the HR to recruit team members with the relevant skills or willingness to learn
- Budget for personnel and tools to do so
- Work with the Fundraising to raise funds for personnel and tools
- Work with Knowledge to equip team members with useful knowledge and skills

Department	 Management
Purpose	Ensure sound financial management through established processes, controls and safeguards in order to protect ActSEA's fiscal integrity.
Status	<div>COMPLETE</div>

Apps

-  Finance