

# 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

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|------------|---|
| 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