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:

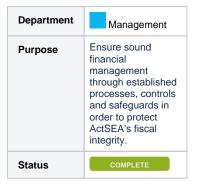
- Process transactions
- ٠ Maintain accounting records
- Work with respective teams to plan, monitor, report on, and revise budgets ٠
- Monitor and report on the financial health of ActSEA

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

- Process transactions
- Maintain accounting records .
- ٠ 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





Finance