SingHealth drives the transformation of healthcare and provides affordable, accessible, quality healthcare. With over 40 clinical specialties, a network of acute hospitals, national specialty centres, polyclinics and community hospitals, it delivers comprehensive, multidisciplinary and integrated care. As part of the SingHealth Duke-NUS Academic Medical Centre, SingHealth works with Duke-NUS Medical School to advance medical research and education to improve patient care.

(1) Senior/Manager, Finance Operations

You will be responsible for the day-to-day management of all funded programmes for SingHealth HQ by providing timely and accurate oversight on accounting, reconciliation, claims reimbursements and reporting. In addition, you will provide accounting services and support, and manage budgeting and forecasts for assigned entities. You will work closely with internal stakeholders in deploying shared facilities and services, centralised initiatives and cost recovery strategies. You will ensure compliance with group policies and procedures, funding agencies’ terms & conditions and requirements, and statutory reporting requirements. Your managerial role will require you to manage a team, review staffing needs, develop career paths and identifying training needs for staff. You will ensure constant reviews of internal processes and procedures, implementation of measures to improve efficiency and effectiveness of the department, and development of relevant policies and procedures. Other responsibilities include supporting the administration of executive benefits for issuance of trust deeds and annual declaration of trust assets.

Requirements:

- Degree in Accountancy or equivalent, with Chartered Accountant (CA) accreditation
- At least 8 years of relevant experience with a minimum of 3 years of experience in a managerial role
- Good understanding of statutory and accounting reporting requirements, tax regulations and guidelines
- Good working knowledge of Microsoft Office applications and SAP
- Meticulous and “hands-on” with high degree of integrity, initiative and resourcefulness
- Positive, dynamic, enthusiastic and resilient
- Strong interpersonal and communication skills
- Strong organisational and problem-solving abilities
- Strong analytical skills
- Independent, self-starter with ability to multi-task in a dynamic and fast-paced environment
- Strong teamwork and ability to manage cross-functional and institutional relationships are essential

Interested candidate can send their resume to daphne.lee.s.h@singhealth.com.sg by 31 Aug 2020.
(2) Senior/accountant, Finance operations

You will supervise a team responsible for the accounting, operational and reporting functions of SingHealth Pharmacare (SPC). You will work closely with stakeholders of SPC to understand their business needs and concerns, proactively propose strategies and solutions to address their needs, as well as provide support for the planning and development of cost recovery strategies for SPC. This includes reviewing, streamlining work processes for day-to-day operations and establishing new processes, if required. You will also initiate, review and analyse the SPC budget and forecast, as well as prepare reports for management.

You will work closely with stakeholders of SingHealth shared facilities and services to have a thorough understanding of the cost components and allocation basis. You will also ensure that these are updated regularly and initiate monthly billing to SingHealth institutions for cost recovery. You will initiate, review and analyse SingHealth shared facilities and services’ budget and forecast, as well as prepare reports for management.

Requirements:
- Bachelor’s Degree in Accountancy or equivalent with at least 4 years’ relevant experience
- Strong communication, interpersonal and analytical skills
- Knowledge in SAP will be an advantage
- Proficiency with Microsoft Office applications
- Team player with the ability to manage cross-functional and institutional relationships

Interested candidate can send their resume to daphne.lee.s.h@singhealth.com.sg by 31 Aug 2020.

(3) Senior/Accountant (Accounts Payable & Fixed Assets), Finance Operations

You will be in charge of the finance functions for Accounts Payable and Fixed Assets, and will supervise a team who are supporting these functions. You review and streamline the work processes for day-today operations and establish new processes, if required. You will also support the annual budgeting and forecasting exercise, oversee full set of accounts of subsidiary and related company, as well as to prepare financial and management reports, and appropriate returns. You will support and work closely with departments on appropriate cost recovery strategies for centralised manpower, shared facilities/services and centralised fixed assets, as well as participate in new initiatives/projects.

You will report to Manager, Finance Operations and will also assist in ad-hoc tasks as assigned by the Assistant Director and/or CFO.

Requirements:
- Bachelor’s Degree in Accountancy or equivalent with at least 4 years of relevant experience
- Strong communication, interpersonal and analytical skills
- Knowledge in SAP will be an advantage
- Proficient with Microsoft Office applications
- Team player with the ability to manage cross-functional and institutional relationships and multi-task in a dynamic and fast-paced environment

Interested candidate can send their resume to daphne.lee.s.h@singhealth.com.sg by 31 Aug 2020.