

## **Finance Manager**

### **Who are we?**

We are the University of Cambridge's presence in Singapore, Cambridge CARES. Our activities are sponsored by the National Research Foundation's CREATE programme.

Our team is comprised of world-class scientists and engineers working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development. Further information on our activities can be found at [www.cares.cam.ac.uk](http://www.cares.cam.ac.uk).

### **Who are we looking for?**

We are looking for a proactive and dedicated Finance Manager to join the administrative team of the programme and provide essential support to our researchers and scientists in their important work. The post holder will:

- Line manage and oversee work of junior accounting team members
- Handle full set of accounts for the company, including AP, AR, GL, generating financial reports and bank reconciliations
- Be responsible for the preparation of the company's financial and management reports, including grant reporting for public grants
- Liaise with auditors on year-end audit, including preparation of audit schedules and statutory financial statement
- Oversee all banking matters are diligently and duly attended to; to liaise with auditors, tax agents, corporate secretary and government departments
- Assist in new processes and system implementation when required
- Ad hoc tasks assigned by management

Our team is small and so we all take on some general duties in addition to our specialist roles. This means that we all have varied, interesting roles and plentiful opportunities for professional development and learning new skills. If you enjoy that type of work environment, we would be very pleased to hear from you!

### **What skills will you need?**

- A degree, although not always mandatory, is very advantageous in an accountancy career. A qualification in the following is particularly favoured:
  - Accounting/Business/Economics degree
  - CPA/ACCA or its equivalents
- Experience in managing a set of books for an SME or small organisation. Experience in accounting for public grants is an advantage.
- Experience in line management of finance support staff. Good ability to organise the work of a team and delegate confidently.

- A self-starter who is able to plan, organise and take initiative to enable the finance team to meet objectives
- High attention to detail
- Able to manage finance team successfully during periodic busy periods (e.g. annual audit)
- Excellent interpersonal skills, including the ability to relate well to people at all levels in the organisation and external people
- Competent in standard software packages, e.g. Word, Excel
- Good standard of communication in written and spoken English
- Excellent organisational skills and a high level of attention to detail
- Works well in a small team, with team spirit for doing what is needed to provide an excellent service to the organisation
- The company uses the Synergix Taskhub ERP system for bookkeeping. Familiarity with this or similar system is useful.

#### **What can we offer you?**

- A stimulating working environment with friendly, highly motivated colleagues
- An opportunity to work on a programme run by the world-renowned University of Cambridge, supporting highly meaningful scientific work
- An interesting, varied role, with plentiful opportunities to develop your skills further
- A competitive salary in line with your skills and experience
- A supportive workplace and good benefits package, including 21 days annual leave

Please note this post is mainly based in the CREATE Tower at NUS University Town, Singapore.

#### **How to apply?**

Please apply by uploading your CV and cover letter (summarising the most relevant skills and experience that you have for the position) via <https://talent.sage.hr/jobs/0cad8d73-69d3-4637-9edc-7ac7167f4059>. If you have any enquiries pertaining to this position, please do not hesitate to get in touch with the HR team at [recruitment@cares.cam.ac.uk](mailto:recruitment@cares.cam.ac.uk).