



PUBLIC SERVICES INTERNATIONAL

Job Description

Title	Finance Coordinator
Location	Singapore
Office	Asia-Pacific Regional Office
Travel requirements	Occasional international travel

Overall objective

To ensure the effective and efficient financial management support to the Regional Secretary, especially in relation to reporting deadlines and controlling quality.

Duties

- 1) Ensure the maintenance of proper accounting and personnel management records assuring compliance with all national legal and statutory regulations and PSI rules;
- 2) prepare financial reports as required by the Regional Secretary for head office or for any regional constitutional meetings;
- 3) Prepare:
 - Monthly accounts
 - Audit reports
 - Budgets
 - Annual financial reports
 - Billing, membership and voting rights reports
- 4) Assist project coordinators in preparing their financial reports;
- 5) Coordinate and assist the Regional Secretary with proper cash flow management;
- 6) Undertake other tasks as agreed with the Regional Secretary.

Supervision

This position reports directly to the Regional Secretary.

Competencies required

1. Appropriate formal qualifications in accountancy, certified accountant or equivalent experience
2. Good understanding of international accounting principles and the financial management requirements of an international organisation.
3. Demonstrated competence in managing financial and personnel administration, including the use of specialized computer software.
4. Proven reliability and the ability to work with precision and to manage competing deadlines and temporarily heavy workloads.
5. Sound knowledge of basic web communication and planning tools.
6. Excellent written and spoken English; a capacity to speak other PSI languages is a significant advantage.
7. Experience of trade unions, their politics and terminology is an advantage.
8. Cultural awareness and good inter-personal skills.