



Changing Stories and Transforming Lives is the core mission of Lutheran Community Care Services (LCCS). It is known as a strength based and restorative practice social service agency in engaging children, youth and family. We invite candidates who share our social cause to apply for the following position;

### **Accounts Executive / Assistant**

#### Responsibilities

- Handle full set of accounts
- Monitor company's cash flow
- Liaise with auditors
- Handle petty cash claims
- Assist in other ad-hoc duties as assigned

#### Minimum requirements

- Possess at least a Professional Certificate/NiTE, Diploma, Advanced/Higher/Graduate Diploma, Bachelor Degree, Post Graduate Diploma or Professional Degree in Finance/Accountancy/Banking or equivalent.
- At least 1-2 years of accounting experience
- Knowledge in MYOB software
- Possess good interpersonal and communication skills, passionate and driven by social causes.

Only Singaporeans and Singapore PRs may apply.

We regret that only short listed candidates will be notified.

Interested candidates please send CV/email to Selina Wee:

Lutheran Community Care Services Ltd

170 Upper Bukit Timah Road, #17-04, Bukit Timah Shopping Centre

Singapore 588179

You may send your application or email us at [hr@lccs.org.sg](mailto:hr@lccs.org.sg).