



## **ABOUT NATIONAL GALLERY SINGAPORE**

### **UNVEILING MODERN SINGAPORE AND SOUTHEAST ASIAN ART**

National Gallery Singapore is a visual arts institution which oversees the largest public collection of modern art in Singapore and Southeast Asia. Situated in the heart of the Civic District, the Gallery is housed in two national monuments—City Hall and former Supreme Court—that have been beautifully restored and transformed into this exciting venue.

Reflecting Singapore’s unique heritage and geographical location, the Gallery features Singapore and Southeast Asian art from Singapore’s National Collection in its long-term and special exhibitions. The Gallery also works with international museums to jointly present Southeast Asian art in the global context, positioning Singapore as a regional and international hub for the visual arts.

In 2016, the Gallery won the awards for “Best Attraction Experience”, “Breakthrough Contribution to Tourism” and “Best Customer Service (Attractions)” at the prestigious Singapore Tourism Awards for its role in adding to the vibrancy of Singapore’s tourism landscape.

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## **Assistant Director (Finance)**

Assist in the running of financial operations, responsible for timely month end and yearend financial closings including financial and management reporting. Ensure compliance with company policies, corporate directives and accounting policies. Preparation of budgets and getting funding for the organization.

### **RESPONSIBILITIES**

- Lead and oversee financial operations including month-end, year-end closing and statutory reporting
- Work closely with various divisions to resolve operational issues
- Supervise finance staff on the accurate and timely processing of all financial transactions including raising of grant disbursement claims
- Responsible for asset accounting
- Manage different types of funds and ensuring proper accounting and tracking of each fund type
- Ensure compliance with the corporate governance for Charities and Institution of a Public Character (IPC) and meeting all reporting requirements
- Maintain proper records for all donations including issuance of tax deductible receipts in compliance with all IPC requirements
- Manage the financial forecasting, budgeting, obtain budget inputs from internal departments on an accurate and timely basis
- Prepare monthly budget utilisation and other management reports including variance analysis, quarterly financial update to the Audit Committee, Board and other stakeholders

- Monitor and liaise with investment managers, and report to the management and Investment Committee, on the performance of investment portfolio
- Review and enhance work processes and internal controls, making recommendations for improvement where necessary
- Manage internal and external audits and liaise with auditors
- Other ad hoc projects assigned

## **REQUIREMENTS**

- A degree in Accountancy or equivalent
- Preferably a Chartered Accountant (Singapore)
- 7-10 years of relevant financial experience
- Preferably with knowledge in SAP
- Able to work independently
- A good team player

