



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.

Head (Finance)

RESPONSIBILITIES

- Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company
- Develop, implement and update/maintain robust accounting policies, procedures and internal controls
- Adopt best practices to minimise financial risk
- Exercise internal control policies, guidelines, and procedures for budget administration, cash and credit management and accounting
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
- Gallery-wide budget planning
- Monitor cash flow, accounts and other financial transactions
- Secretariat to Audit Committee and Investment Committee
- Coordinate and facilitate internal audits on the Gallery’s operations and financial activities
- Establish good stakeholder relationship with key funding partners
- Regular meetings with funding stakeholders to assist their understanding of Gallery’s work and funding priorities/needs
- Coordination and input into Gallery’s Strategic Plan in budget planning
- Negotiation with the Ministry and other Govt depts as necessary to obtain desired funding quantum

REQUIREMENTS

- Minimally 8 – 10 years of relevant finance/accounting experience, a CA is necessary
- At least 5 years of managerial experience
- Accredited degree in Accounting
- Competency in Singapore Financing Reporting Standards and other finance/accounting statutory requirements. Knowledge of SAP is preferred.
- Familiar with Code of Governance for Charities and IPCs is an advantage
- Experience in financial planning and budgeting
- Experience in P&L responsibilities
- Ability to promote and execute changes and is pro-solution
- Ability to translate numbers into practicality

Please send your detailed CV to careers@nationalgallery.sg. We regret that only shortlisted candidates will be notified.