

***We are looking to hire a suitable person to fill the position of:***

**Accounts & Admin Executive**

**Responsibilities:**

- maintaining full set of accounts
- accurate and timely month/year-end closing of accounts
- payments & receipts
- annual financial audit
- other admin duties

**Requirements:**

- Diploma in Accounting with at least 3 years' accounting work experience
- Proficient in MS Office; knowledge of ABSS/MYOB an advantage
- Good interpersonal skills with a strong sense of responsibility
- 44-hour work week (some hours on both Saturdays and Sundays)

Interested persons are invited to email your full resume to [hr@cairnhillchurch.com](mailto:hr@cairnhillchurch.com)