

HOLLANDSE CLUB

FINANCE MANAGER

Job Description

The Hollandse Club is looking for an experienced **Finance Manager** preferably with a proven track record in a hospitality or club management environment. This role will be responsible for the full spectrum of finance matters including financial reporting, statutory reporting and management reporting, supporting the business in budgeting / forecasting as well as liaising with external authorities (including tax agents, auditors and business partners). The Finance Manager will be leading the Finance Team and reports directly to the General Manager (GM).

The Club is currently unable to support any work passes, therefore this position is only open to local residents who do not require one.

The Finance Manager:

Accountancy & Audit

- Analyzes costing, pricing, variable contributions, sales results, and actual performance compared to the strategy.
- Is responsible for financial statements, audit support, cash flow for the Club.
- Is responsible for coordinating internal closures of monthly/ quarterly book closure process, P&L & BS trend/ variance analysis, account, and bank reconciliations etc.
- Is responsible for ensuring good financial discipline across the Club – contracts implemented, purchase orders received, works completed prior to payment made.
- Is responsible for ensuring optimal cash flow into the Club – through the implementation of GIROs and the management of Club's debt.
- Manages the preparation of the Club's budget and forecast.
- Is responsible for overall exposure of GST, secretarial compliances, and other taxation regime in Singapore.
- Is responsible and closely liaises with external auditors to ensure timely closures of annual, statutory and review audits.

Management Reporting

- Manages, analyses, reports, and presents the financial Club dashboard.
- Initiates, monitors, and implements progress of agreed actionable items and corrective actions identified.
- Is responsible for financial operating system (ASPEN).
- Ensures financial operating system controls are in place.
- Ensures a system of optimal Corporate Governance.
- Ensure good working practices and back office information management.
- Is responsible for the Club's risk management plan.

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Thought Leadership

- Is responsible for the Finance Department's expectation and efficiency.
- Ensures clear documentation of SOP's across the department.
- Provides strategies to maintain the Club's financial health.
- Advises on investment activities and cash management to optimise growth.
- Presents financial reports to the Finance Committee and Main Committee
- Is highly visible to both members and staff, and listens to their input, praise, and criticism.
- Assists in designing and execution of MC-initiatives and programs.
- Collaborates with all departments and members to reach club objectives and actively shares and drives the Club's culture, vision, and values across the department and throughout the Club.

People Management & Development

- Is responsible for Finance Team's performance.
- Enables competency development and capability building for the Finance Team and the individual employees within the team. Sets objectives for team members and performs the monitoring of these.

Requirements

- Degree in Accounting, Finance, or equivalent professional qualification (ACCA/CA).
- Min 8+ years of post-qualification industry experience.
- Preferably experience in a hospitality or club management environment.
- Strong knowledge in financial accounting and reporting
- An analytical mind with commercial and business acumen
- Meticulous and desire to probe further into data
- Excellent command of English, both written and verbal
- Superb interpersonal and communication skills.
- Good negotiation skills and the ability to develop strong working relationships
- Strong leadership and people management skills
- Ability to stick to time constraints
- Work experience in an international environment will be an added advantage.
- Adaptable and positive hands-on attitude
- Must be willing to work during evenings, weekends and Public Holidays if needed.
- Local resident who does not require a work pass.

Salary Range:

- \$6,000 - \$7,000 per month (depending on experience)

Procedure

- If you are keen to join our dynamic team, email your detailed CV and motivation to the attention of the General Manager, via hr@hollandseclub.org.sg

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- Within your application, clearly state your citizenship. The Club is currently unable to support any work passes, this position is only available to local residents who do not require a work pass.
- Recent employer references will be required
- Please note that Club members and their family members are excluded from applying for this position.
- Only short-listed applicants will be invited for an interview. To those applicants not short-listed, we extend our appreciation for considering the Hollandse Club as a potential employer.

The Hollandse Club

The Hollandse Club (www.hollandseclub.org.sg) is an informal, family oriented, international club in a resort style setting. It offers a wide range of sports, recreation, and dining facilities for its members. Being part of the Hollandse Club means working in a dynamic and multi-cultural work environment with an international group of colleagues coming from a vast variety of countries.

With over 3,000 members and sports & activities for adults and kids of all ages, when you join the Hollandse Club team you'll learn that we really do 'Take Play Seriously'

Join The Team!

With values that are rooted in the 'Dutch values' of openness and inclusivity the Club aims to promote an authentic, unpretentious, and inquisitive environment for members and staff. A career at the Hollandse Club can be especially rewarding.

- Professional Development
- Annual Wage Supplement
- CNY Ang Pow
- Staff Meals
- Health Insurance
- Dental Treatment
- Personal Wellbeing Allowance
- Birthday Voucher
- 1 Day Birthday Leave
- 4 Days Family & Wellness Leave
- 14 Days Annual Leave