



The Parliament Secretariat provides administrative and support services to the Parliament of Singapore and its Select Committees.

If you are an energetic, highly motivated and independent individual with a positive attitude and commitment, we welcome you to join us as:

EXECUTIVE (Corporate Services)

What the role is

You will be part of the Corporate Services Department that is responsible for the administration, human resource, finance, and procurement functions of the Parliament Secretariat.

What you will be working on

Your core responsibilities will broadly cover the following:

- Support procurement operations, including but not limited to processing of all GeBIZ-related transactions and monthly review of procurement exception reports.
- Support the finance operations including but not limited to preparation of payments, monitoring of progress payment of minor development projects, issuance of invoices, tracking of Accounts Receivables, handle deposit creations, raising journal adjustments, assets management, update finance indicators and submit quarterly returns to Department of Statistics.
- Assist in providing supporting documents during audits.
- Assist in the issuance of annual and ad-hoc warrants for procurement and finance roles.
- Assist in disposition of finance records.
- Review work processes and systems, recommending improvements for greater efficiency and effectiveness.
- Participate in agency-wide initiatives and projects as assigned.

What we are looking for

- 2-3 years of working experience preferably in finance and procurement
- Knowledge in government procurement will be an advantage
- Good knowledge in MS Office suite of applications
- Possess strong interpersonal and communications skills with the ability to engage officers at all levels
- Meticulous with a keen eye for details
- Able to work independently as well as in teams
- Able to multitask and work under tight deadlines
- Only Singaporeans need apply

Successful candidate will be offered a two-year contract in the first instance. Salary will commensurate with qualifications and experience. Only shortlisted candidates will be notified within 2 weeks after the closing date of this job posting.

Closing date: 11 Jul 2024

