SunGreenH2
81 Ayer Rajah Crescent, 01-68
Singapore

Admin & Finance Manager

SunGreenH2 is an award-winning venture backed company revolutionizing zero emissions by unlocking affordable green hydrogen production for wide-scale decarbonization in industry, mobility and energy storage.

We are expanding our fast-growing team with an Admin & Finance Manager to join our company headquarters in Singapore. This is a role with high level of autonomy and the rare opportunity to be a part of a fast-growing, innovative and collaborative company while making a difference to

Responsible For

- Support the company’s global operations at the administration, finance and customer facing levels
- General administrative, finance and HR support
- Perform general finance duties related to preparation of invoices, monitoring invoice payments, ensuring timely payments and collections
- Procurement of general purchases, support corporate and staff meetings and events, maintenance of office supplies and equipment
- Administer employee benefits, coordinate immigration requirements, post job openings, on-boarding of employees, new hire announcements
- Organise team travel arrangements, travel itineraries and expense claims
- Arrange, coordinate, and manage calendar and prioritise schedule
- Organize files, correspondence, schedules
- Coordinate communication between the global team members, take notes at important meetings
- Work with translators to ensure the company’s documentation and customer facing products are error-free in all relevant languages
• Help facilitate synergy within the team and complete high-level project/people management duties
• Engage with other initiatives as demand arises
• Work towards your own personal long-term goals

Your Profile
• Minimum 2 years of experience as a Finance or Accounting Assistant or equivalent role
• ACCA qualified
• Passion for sustainability and cleantech (previous experience in this field is nice-to-have but not a must)
• Communication skills par extraordinaire in English
• Strong command of Microsoft Office suite (Excel, Word, PowerPoint) & GSuite softwares
• Comfortable in a fast-paced environment and ability to work under pressure and meet tight deadlines
• High sense of confidentiality and discretion, awareness of data privacy management
• Self-starter, initiative-taker
• Meticulous, organised team player
• Unshakable integrity

You will be
• Compensated relative to experience
• Working from our company headquarters in Singapore

To apply
• Send letter of interest and CV by email to contact@sungreenh2.com with the subject header “Admin & Finance Manager”