



sungreen ^{H₂}

REVOLUTIONISING ZERO EMISSIONS

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

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- 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"