

Job Title : Assistant Manager / Manager / Senior Manager, Finance and Administration
Business Entity : Advanced Cell Therapy and Research Institute, Singapore (ACTRIS)

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together six national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)
- [Cardiovascular Disease National Collaborative Enterprise](#) (CADENCE)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

ACTRIS

The Advanced Cell Therapy and Research Institute, Singapore (ACTRIS) was established to meet the increasing clinical demand of using cellular therapeutics to treat various life-threatening diseases. ACTRIS' vision is to be the national and regional Centre of Excellence for discovery, process development and manufacturing of cellular-based therapeutics across the broad spectrum of immunotherapy and regenerative medicine, encompassing both investigational and approval products for the local market. We also provide value-added services such as workforce training, regulatory facilitation and ancillary material standardization, pertaining to delivery of cellular therapy to patients.

What you will be working on

(A) GENERAL

The Assistant Manager / Manager / Senior Manager, Finance and Administration will support the financial and administrative operations of the team that oversees grant funding, revenue and other administrative activities. The duties and responsibilities include:

- Work closely with ACTRIS Management and CRIS Finance Team to support grant fund and business revenue fund management.
- Together with CRIS Finance develop various budget projections; budget reports; budget variations and its associated justifications.

- Support the execution of business contracts and other legal documents such as non-disclosure agreement; service level agreement; research collaboration agreement; material/equipment transfer agreement and other related documentation.
- Lead a team of Executives who will provide cross-department administrative support for activities such as but not limited to meeting arrangement, meeting minutes, training records etc.
- Develop work flows and procedures (when necessary in compliance with quality management system) to support the efficient running of the department and improve customer experience.

What we are looking for

(A) EDUCATION, TRAINING

Bachelor's or Master's degree in Business Administration/Finance/Accounting.

(B) EXPERIENCE

Preferably 2 – 4 years' experience in the appropriate field that includes but not limited to R&D in biomedical research institutes/companies; experience in biopharmaceutical manufacturing field/management role is a plus;

(C) ATTRIBUTES

- Basic business and administrative acumen/skillset will be an advantage.
- Experience and understanding of business finances, contracts and basic accounting will be necessary;
- Ability to streamline and implement new structures and roles that create speed, efficiency, and support rapidly shifting business demands;
- Critical thinker and problem-solving skills.
- A team player with good time management, interpersonal and communication skills.

What you need to know

Successful candidate will be offered a 3-year contract, renewable. Please send your application to career@cris.sg with the subject **Assistant Manager / Manager / Senior Manager, Finance and Administration, ACTRIS**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>