

## Internal Office Associate for Finance

- **Why is this job important?** The Internal Office plays an essential role in Teach for the Philippines' success. We believe there are many different ways to support the movement for education equity: for some, it is in the classroom and for others it is through our work in human resources, finance, and office administration. Our team supports over 150 individuals nationwide who commit to nation building through education.
- **What position does this job report to?** This role reports directly to Finance Manager of Teach for the Philippines but works very closely with Human Resources and the Office Administrator.
- **What is the span of control of the role?** There is a certain expectation of trust and confidentiality that comes with this role. Expect to juggle multiple responsibilities and work that is cross functional in nature. Attention to detail, basic understanding of Accounting, and process orientation are critical to the success of an Internal Office Associate.

RESPONSIBILITIES	QUALIFICATIONS
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● Ensure the integrity of the organization's reports</li> <li>● Prepare general accounting, accounts payable, cash management, financial and regulatory reporting, grant and contract reporting, payroll operations and state registrations</li> <li>● Handle cash and treasury functions in compliance with MOPS</li> <li>● Prepare Budget versus Funds Raised versus Actual Expenses Reports every 15<sup>th</sup> day of the month</li> <li>● Supervise and Monitor TFP's outsourced Bookkeeper</li> <li>● Coordinate with Finance and Development teams for consistency of reporting</li> <li>● Prepare checks including BIR Forms in coordination with Finance Manager</li> <li>● Release checks in a timely fashion</li> <li>● Monitor Released and Unreleased checks</li> <li>● Prepare and process donations and updates to funder records (COD, OR, Thank You Letter)</li> <li>● Review Cash Advance Liquidation versus Cash Advance Released and document this in the Cash Position Report</li> <li>● Manage Request for Payment, Petty Cash Liquidation, Cash Advance and Cash Advance Liquidation form on a weekly basis</li> <li>● Prepare and Follow-up the timely delivery of billing statements and remittance of payments with vendors and suppliers</li> <li>● Attend and participate in weekly Finance Team Meeting</li> <li>● Request, maintain and update inventory list of checkbooks and official receipts</li> </ul>	<p><b>Role Requirements</b></p> <ul style="list-style-type: none"> <li>● Filipino citizenship</li> <li>● Bachelor's degree in Business, Management, Accounting or Economics preferred</li> <li>● Two (2) or more years of experience preferred</li> <li>● Willingness and ability to work on weekends are required (can be offset)</li> <li>● Willingness to travel is required.</li> <li>● Open to travel to various cities or regions in the country</li> </ul> <p><b>Skill Competencies</b></p> <ul style="list-style-type: none"> <li>● Fluency in English and Filipino</li> <li>● Excellent verbal and written communication skills</li> <li>● Proficiency in Microsoft Office and Google Sheets</li> <li>● Excellent attention to detail</li> <li>● Excellent project management skills</li> <li>● Ability to juggle several tasks at once</li> <li>● Ability to deliver on deadline</li> <li>● Proactive; strong initiative to take on tasks</li> <li>● Ability to pivot strategies based on a given situation</li> <li>● Resourceful; good at staying within budgets</li> <li>● Strong ability to positively engage with individuals from various cultures and/or backgrounds</li> <li>● Ability to work under deadline pressure with a high level of personal responsibility</li> </ul> <p><b>Character Competencies</b></p> <ul style="list-style-type: none"> <li>● Strong work ethic.</li> <li>● Professional and calm demeanor.</li> <li>● Flexible.</li> <li>● Honest</li> </ul>

**Internal Office**

- Audit Reimbursement Report submitted by and. in coordination with HR and HR Associate
- Assist Admin Team in preparation of organization wide events
- Support Admin and Procurement Officer in procurement and office administration matters
- Assist with onboarding of new employees, particularly as it relates to policies, Bank openings and government numbers
- Adhere to the organization's Official Employee Handbook and Annex.
- Commit to TEACH FOR THE PHILIPPINES' Confidentiality Agreement, Handbook and Manual of Operating Procedures
- From time to time, may be asked to travel to assist with cross functional duties in recruitment, government relations and placement, and marketing and events.

- Humility and ability to do 'get his/her hands dirty' to see an event through.
- Ability to adapt quickly and desire to work effectively in a fast-paced environment with a positive outlook.
- Ability to juggle several tasks at once.
- Ability to deliver on deadline.
- Resourceful and able to be proactive/use initiative - A doer, not just a thinker.