

## Finance Associate (Bookkeeping)

**Position Summary:** The Finance Associate’s main role is to provide full bookkeeping, financial and administrative support to Teach for the Philippines as is required for its effective and efficient operations. The Finance Associate (Bookkeeping) role covers a range of responsibilities and offers a proactive young professional an impressive breadth of experience in all functions of bookkeeping, office administration management, good governance, and financial reporting and reconciliation.

- **Why is this job important?** The Finance Associate (Bookkeeping) plays an essential role in Teach for the Philippines’ success. This role is crucial to the recording and documentation of the organization’s financial transactions as well as the implementation of its internal financial controls.
- **What position does this job report to?** This role reports directly to the Finance Manager / Finance Director of Teach for the Philippines but works very closely with the Chief Operations Officer, and the Human Resources and Administrative function.
- **What is the span of control of the role?** There is a certain expectation of trust and confidentiality that comes with this role. Attention to detail and process orientation is critical to the success of this role while having the necessary expertise of being a bookkeeper.
- **What are the main challenges facing this role?** The principal challenges of the role involve organization, alignment, and communication. This individual needs to be able to keep himself meticulously organized and must have very strong communication skills (upwards, downwards, and laterally).

RESPONSIBILITIES	QUALIFICATIONS
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>● Ensure the integrity of the organization’s financial entries and reports in the organization’s accounting software (Recording of Donations, Program and Operational Expenses, Payroll-Related Entries, and Monthly Journal Vouchers for depreciation, amortization, accruals, etc., and the Update of the organization’s Book of Accounts including General Ledger, Bank Reconciliations, Cash Advances Accounts and Liquidation, Expenses, and other relevant data needs)</li> <li>● Prepare general accounting, accounts payable, cash management, financial and regulatory reporting, grant and contract accounting and reporting, payroll operations, and government registrations of the accounting software that the organization uses (this include monthly filing of BIR compliance)</li> <li>● Monitor released and unreleased checks on a timely basis in coordination with other Finance team members to ensure timely and accurate recording of the checks.</li> <li>● Provide Cash Advances and other accounts’ reconciliation monthly in coordination with other Finance team members.</li> <li>● Prepare the necessary liquidation reports for various private and government funders/partners for review and validation of the Finance Manager, Finance Director, and Chief Operations Officer.</li> <li>● Attend and participate in weekly Finance Team Meetings and other cross-functional team alignments that may impact finance, accounting, and bookkeeping processes.</li> </ul>	<p><b>Role Requirements</b></p> <ul style="list-style-type: none"> <li>● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines.</li> <li>● Bachelor's degree in finance, accounting, or the equivalent</li> <li>● Two (2) or more years of meaningful experience in bookkeeping or data entry is strongly preferred</li> </ul> <p><b>Skill Competencies</b></p> <ul style="list-style-type: none"> <li>● Fluency in English and Filipino</li> <li>● Proficiency in online accounting software and in data entries.</li> <li>● Solid 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 and adhere to project plans</li> <li>● Proactive; strong initiative to take on tasks</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> </ul>

### **Internal Office Administration**

- Support HR and Admin members in office administration matters.
  - Assist the HR and Admin Team in the preparation of organization-wide events and activities
  - Willing to physically report to TFP's Headquarters in Makati City; Depending on the category of community quarantines imposed by the government, travel subsidy may be provided
  - Adhere to the organization's Official Employee Handbook and Annex.
  - Commit to TEACH FOR THE PHILIPPINES' Confidentiality Agreement
  - From time to time, maybe asked to travel to assist with cross-functional duties in recruitment, government relations and placement, and marketing and events
- Flexible and Honest; Trustworthy
  - Rolls up sleeves to get the job done
  - Can adapt quickly and motivated to work effectively in a fast-paced environment with a positive outlook.
  - Can juggle several tasks at once.
  - Resourceful and excited by problem-solving
  - A doer, not just a thinker.