

## Finance Associate (Cash Position Focus)

**Position Summary:** The Finance Associate’s (Cash Position Focus) main role is to provide full cheque preparation and processing, bookkeeping, financial, and administrative support to Teach for the Philippines. The role will support the Finance function to ensure Teach for the Philippines’ effective and efficient operations. The Finance Associate (Cash Position Focus) will mainly work with and be accountable for the cash position file report of the organization. The Finance Associate (Cash Position Focus) role covers a range of responsibilities and offers a proactive professional an impressive breadth of experience in all functions of cheque preparation and processing, bookkeeping, office administration management, good governance, and financial reporting and reconciliation.

- **Why is this job important?** The Finance Associate (Cash Position Focus) plays an essential role in Teach for the Philippines’ success. Without a diligent, detail-oriented and responsible Finance Associate, it would be challenging for the organization to process its financial transactions and meet its financial obligations that are integral to Teach for the Philippines’ delivery of programs and support to its stakeholders.
- **What position does this job report to?** This role reports directly to the Finance Manager / Finance Director of Teach for the Philippines, and works very closely with the Chief Operations Officer, Human Resources, and the Office Administrator.
- **What is the span of control of the role?** There is an expectation of trust and confidentiality that comes with this role. Attention-to-detail and process orientation are also critical to the success of this role. The Finance Associate (Cash Position Focus) should have the necessary skills related to cheque preparation, financial transaction processing and basic bookkeeping in order to support the full function of Teach for the Philippines’ Finance team. An individual in this role also has the ability and autonomy to recommend and implement improved ways of performing tasks and coordinating with various stakeholders. A creative, innovative and proactive mindset is greatly appreciated.
- **What are the main challenges facing this role?** The principal challenges are organization, alignment, and communication. This individual needs to be proactive, meticulously organized and must have 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 cheque preparation, and financial entries in the organization’s accounting software (General Ledger, Bank Reconciliations related to the Cash Pos, Cash Advances Accounts and Liquidation, Expenses, and other relevant data needs)</li> <li>• Prepare and process general accounting transactions or entries, related to accounts payable, payroll and state registrations from the accounting software that the Foundation uses (this include monthly filing of BIR compliance)</li> <li>• Processing of cheques and monitoring its release on a timely basis in coordination with fellow finance team members to ensure timely and accurate recording of the cheques.</li> <li>• Coordinate within the Finance team in terms of Cash Advances and other accounts’ monthly reconciliation.</li> </ul>	<p><b>Role Requirements</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Two (2) or more years of meaningful experience in cheque processing, bookkeeping or data entry are strongly preferred</li> </ul> <p><b>Skill Competencies</b></p> <ul style="list-style-type: none"> <li>• Fluency in English and Filipino</li> <li>• Excellent attention-to-detail and encoding skills</li> <li>• Excellent organizational skills</li> <li>• Able to juggle multiple tasks at once</li> <li>• Able to deliver high-quality work on deadline</li> <li>• Proactive; strong initiative to take on tasks</li> <li>• Proficient in project management</li> <li>• Proficient in online accounting software and in data entries.</li> </ul>

<ul style="list-style-type: none"> <li>• Assist in liquidation reports for various private and government funders / partners.</li> <li>• Attend and participate in weekly Finance Team Meetings and other cross-functional teams' alignment that may impact accounting and bookkeeping roles.</li> <li>• Support ad-hoc responsibilities that the Finance Manager / Finance Director need to fulfill such as budget preparation, audit preparation, government compliance matters and the like.</li> </ul> <p><b><u>Internal Office Administration</u></b></p> <ul style="list-style-type: none"> <li>• Support Admin, HR and Procurement Officer in office administration matters.</li> <li>• Assist the Admin Team in the preparation and support of organization-wide events</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Proficiency in Microsoft Office and Google Sheets</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>• Operates with High Integrity</li> <li>• Humble and able to do 'get his/her hands dirty' to see an event through.</li> <li>• Able to adapt quickly and desire to work effectively in a fast-paced environment with a positive outlook.</li> <li>• Resourceful and able to be proactive/use initiative - A doer, not just a thinker.</li> </ul>
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