

Position: Finance and Admin Assistant

Basic Information		
<p>The Philippine Development Foundation (PhilDev) is a non-profit organization with mission of enabling success for Filipino youth, professionals and entrepreneurs in science and tech sectors. We believe that we can achieve this by focusing on technology-based education, innovation and entrepreneurship. We partner with government, academe, development agencies and the private sector to build strategies that address specific gaps in the ecosystem.</p> <p>PhilDev is seeking a Finance and Admin Assistant reporting to the Senior Operations Manager to assist the Education and Entrepreneurship team with the planning, implementation, and closure of the project activities.</p> <p>Deadline of Submission: May 31, 2024</p> <p style="text-align: right;"><i>www.phildev.org</i></p>		
<p>Location: Ortigas, Pasig City Hybrid work set-up due to COVID-19</p>	<p>Contract Type: Probationary</p>	<p>Reporting to: Senior Operations Manager</p>
<p>Salary Range: 16,000-20,000</p>	<p>Contract Term: Permanent position</p>	<p>Benefits: Communications Allowance, WFH allowances, Medical Benefit.</p>
Detailed Description		
<p>Purpose and responsibilities of the role:</p> <p>The Admin and Finance Assistant will be responsible for providing support to the foundations financial record and administrative task under supervision of the Admin and Finance Officer and Senior Operations Manager. The Associate will be responsible in keeping the records up-to-date as well as documentations needed. S/He will be reporting to the Operations Manager on how to keep the goals and objectives done efficiently and effectively.</p>		
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ● Provide technical and administrative assistance in the financial documentation. ● Coordinate with admin and finance officer in the preparation of request, canvas, voucher or any necessary mandatory documents ● Document and maintain records and files related to the organization ● Undertake duty travel for project implementation purposes (if needed) ● Liquidate expense in behalf of the team. ● Coordinate all documents to be submitted to government agencies on time ● Coordinate with partners like rentals and bank needs that the officer will assign to the assistant ● Monitor expirations and certifications needed for the smooth processing of the documents. ● Maintain a record of all transaction aside from Bookkeeping ● Act as Cashier as for releasing Official Receipt and monitoring ● Perform other duties as assigned by management 	<p>Skills / Qualifications:</p> <ul style="list-style-type: none"> ● At least 1 year of minimum experience in working on Admin or Finance department; ● Fresh graduate is encourage to apply ● Preferably graduate of accounting, finance or business course ● Strong project management skills with a proven background in problem solving ● Ability to work autonomously and demonstrate initiative ● Exceptional attention to detail, solid time management and ability to multi-task, prioritize and stay ahead of things while meeting deadlines in a fast-moving environment ● High level of self-initiative, creativity, perseverance, and flexibility ● Excellent communication skills (written, verbal - both 1:1 and in large team meetings) ● Effective and efficient personality 	

Interested applicants should submit their cover letter and CV to april@phildev.org. Please use the following entry in the subject line of your email: Application_Admin & Finance Assistant_<Name of Applicant>.