

Position: Finance and Admin Officer

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 Officer 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><u>Location:</u> Ortigas, Pasig City Hybrid work set-up due to COVID-19</p>	<p><u>Contract Type:</u> Probationary</p>	<p><u>Reporting to:</u> Senior Operations Manager</p>
<p><u>Salary Range:</u> 32,000-35,000</p>	<p><u>Contract Term:</u> Permanent position</p>	<p><u>Benefits:</u> Communications Allowance, WFH allowances, Medical Benefit.</p>
Detailed Description		
<p><u>Purpose and responsibilities of the role:</u></p> <p>The Admin and Finance Officer will be responsible for providing support to the foundations financial record and administrative task. The Officer will be responsible in keeping the records up-to-date as well as documentations needed. S/He will be reporting to the Sr. Operations Manager on how to keep the goals and objectives done efficiently and effectively.</p>		
<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Prepares and maintains books of accounts • Create transaction entries • Manages all Accounts Receivable and Accounts Payable • Prepares Bank Reconciliation • Prepares Monthly reports and budget comparison • Improves chart of accounts and bookkeeping policies and procedures • Prepares required government filing requirements • Coordinate with the bank for online access and transactions • Coordinate with government and licensing agencies for compliance requirements • Communicates with suppliers for any finance details • Coordinate for Event organization and management • Assist in the Year-end reports and Audit period • Overall responsible for Quickbooks and financial records • Perform other duties as assigned by management 	<p><u>Skills / Qualifications:</u></p> <ul style="list-style-type: none"> • Bachelor degree holder of any business course • 1-3 years of experience is preferred • Highly proficient of MS Office (Excel, Word and powerpoint) • Must have an excellent time management skills and work according to given priorities and deadlines • Organized and detailed • Collaborative team player, service oriented and good interpersonal skills • High level of self-initiative, creativity, perseverance, and flexibility • Excellent communication skills • Effective and efficient personality • Must be open, willing to learn and highly flexible 	

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 Officer_<Name of Applicant>*.