

Position: Finance and Admin Assistant

Basic Information

Philippine S&T Development – Manila, Inc. (PhilDev) is a non profit organization that aims to eradicate poverty in the Philippines and enable the success of all Filipinos. 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 and initiatives that address specific gaps in education, innovation, and entrepreneurship ecosystems.

PhilDev is comprised of a dynamic group of impassioned professionals from various backgrounds. We believe in a highly collaborative working environment that is results driven and people focused.

www.phildev.org

Location: Ortigas Center, Pasig City	Contract Type: Regular Employment (6 months probationary period)	Reporting to: Finance and Admin Officer
Salary Range: To be negotiated	Contract Term: Full Time; Hybrid - One FT on-site office day per week	Benefits: 13th Month Pay; Paid Vacation Leaves and Sick Leaves; HMO

Detailed Description

Purpose and responsibilities of the role:

The Finance & Admin Assistant will provide administrative, financial, procurement, and compliance support to ensure smooth day to day operations of the organization. The role is responsible for preparing financial and government related documentation, coordinating with suppliers and agencies, maintaining records, and assisting the General Admin team in ensuring operational efficiency and regulatory compliance.

Key Deliverables, Duties and Responsibilities:

Finance and Administrative Support

- Conduct initial review and verification of submitted payment requests, liquidation reports, and other finance related documents
- Assist in the preparation of Requests for Payment, vouchers, liquidation reports, canvass sheets, and other financial and administrative documents
- Coordinate with internal teams regarding documentation and financial processing requirements
- Maintain organized records, files, and monitoring systems for finance and administration related transactions and assets
- Prepare supporting documents and computations including dollar exchange rate computations and other required financial documentation
- Assist in releasing Official Receipts and monitoring administrative transactions
- Support to financial monitoring and tracking for timely reports and accountability.
- Support on advocacies and key activities deliverables.

Procurement and Supplier Coordination

- Source and coordinate with suppliers, service providers, and rentals for organizational requirements
- Request quotations from suppliers and prepare comparison sheets for products and services
- Coordinate office related requests and administrative concerns with external partners and vendors
- Assist in monitoring and managing office and storage related assets and inventories

Government Compliance and Documentation

- Prepare and process requirements for permits, certifications, renewals, and compliance filings

- Monitor expiration dates and ensure timely filing and renewal of licenses, certifications, and permits
- Coordinate with government agencies and licensing offices for compliance requirements and submissions
- Prepare requirements for amendments related to change of address, authorized signatories, By Laws, and Articles of Incorporation.

Banking and Employee Coordination

- Coordinate with partner banks regarding payroll cards, opening and closing of accounts, and employee banking concerns
- Assist employees with Epaycard registration and other banking related requirements
- Coordinate and prepare bank related documentation as needed.

Organizational Support

- Monitor and organize records and assets stored in office and storage facilities
- Assist in filing, archiving, and disposal documentation for expired unused official receipts and provisional receipts
- Support the General Admin team in ensuring efficient and cost effective administrative operations
- Perform other administrative and finance related tasks assigned by the Finance & Admin Officer or management.

Skills / Qualifications:

- Bachelor's Degree in Accountancy, Financial Management, Business Administration, Office Administration, or any related field
- At least 1 to 2 years of experience in finance, administration, accounting support, procurement, or compliance related work is an advantage, with prior experience in an NGO setting highly preferred.
- Knowledge of basic accounting, bookkeeping, and administrative processes
- Familiarity with Philippine government compliance and documentation requirements is an advantage
- Proficient in Microsoft Office and Google Workspace applications; QBO
- Must be highly organized and detail oriented
- Strong communication and coordination skills
- Ability to manage multiple tasks and meet deadlines efficiently
- Trustworthy and able to handle confidential information professionally
- Willing to travel for project and administrative requirements if needed

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