



Fondacio Asia Inc. is a Christian-based organization involved in on-going integral human and social development of individuals and communities. We are engaged in youth education and social development projects in Asia.

We have built Youth Leadership and Development Centers (YLDC) across Asia, particularly in the Philippines, Myanmar, Laos and Malaysia. This is to create opportunities for out-of-school youth who are financially challenged and all those who have the thirst for formation to become competent workers and contributors to society through quality human development and skills training.

We envision the Institute of Formation Fondacio Asia (IFFAsia) as a Hub of formation, a network of Fondacio centers in the Asian region, co-creating with the young people and organizations to form Christian youth and people of other faith, giving them the opportunities to make a difference in the world and the Church by harnessing their spirituality and potential for the common good.

We are looking for a **Finance Manager** (based in Quezon City, Philippines) to take charge of the financial health of our organization particularly for the activities as mentioned-above.

JOB REQUIREMENTS:

Educational attainment: Master Degree in Finance, Economics or Accounting,

Work experience: Experience in analytical review of financial data
Experience in managerial skill

Skills: Fluent in written and spoken English - able to liaise confidently and effectively in writing and orally, proficient in Microsoft Excel

Attitude: Passion for social development projects

JOB RESPONSIBILITIES:

A. Internal Control & Processes

1. Undertake the overall responsibility of the Finance Department.
2. Ensure that the finance systems are maintained and that all procedures and controls are implemented.
3. Improve and implement accounting and internal control systems as per organizational requirements.

4. Support the organization in the developing, setting, implementing and making recommendation with regards to standards and policies to ensure the integrity of the financial systems and process.
5. Monitor the Chart of Accounts and approval for the creation in accounting system.

B. Reports & Budgeting & Cash Flow

1. Ensure timely periodic financial reporting for internal and external requirements.
2. Prepare/ review detailed annual budget of FAI and each projects.
3. Prepare/ review the 12 months budget of FAI and each projects.
4. Monitor the actual monthly receipts & expenditure with budget for FAI and each projects. Explain the material variances.
5. Advise to FAI Operation Team or Project Manager to take immediate action for any findings to reduce expenditure.
6. Monitor 12 months cash flow and place the funds according to the operation needs.
7. Ensure the placement of funds is optimum for the organization.

C. Supervise Finance Team

1. Supervise the finance team to issue payment timely.
2. Supervise the finance team to maintain the proper accounting/ financial records and coach the team to have a better presentation/ analysis of accounts.
3. Supervise the staff to maintain the inventory of Fixed Asset and updating of Fixed Assets List
4. Supervise the staff to perform Bank Reconciliation Statement
5. Approve all the Journal Vouchers that prepared by Finance Team
6. Ensure the staff to issue monthly Statement of Accounts and their follow-up action.

D. Compliance Requirement

1. Oversee the preparation of Annual Financial Statements and the conduct of external audit of the same
2. Assist in handling audit requirements. Discuss with auditors audit adjustments and concerns.
3. Liaison with external auditors, tax agent and company secretary.
1. Ensure the compliance of tax & legal aspect in Philippines & other countries in Asia

If any volunteer is interested and willing to develop your potential with our organization, kindly email your resume to finance_fondacioasia@yahoo.com.