

TERMS OF REFERENCE

DESIGNATION : **Finance Assistant**

UNIT : **Finance, Admin and HR**

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and wellbeing of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org

Purpose

The Finance Assistant will report directly to the Finance and Compliance Assistant Manager. The position's primary function is to support the Finance and Compliance process of Unilab Foundation.

Date of Employment

ASAP

Scope of Work

1. Prepares the Request for Payment (RFP), Payment Voucher (PV), and other related documents to process the payments.
2. Processing of reimbursements and ensuring compliance with documentary requirements.
3. Posting of transactions and uploading of all paid PVs to QuickBooks Online Plus accounting system.
4. Prepares BIR 2307.
5. Performs data encoding, filing, and other general accounting tasks.
6. Update required Finance monitoring and comply with the agreed KPI (Key Performance Indicator).
7. Responds to inquiries from the organization and vendors regarding payment procedures to provide information, direction, and/or referral for addressing inquiry;
8. Maintains payment documents, files, and records (e.g., Payment voucher, required supporting per nature of expense, payment trackers, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and guidelines.
9. Assist in preparing for financial audits by providing necessary documents to ensure compliance with accounting standards.
10. Responsible for other clerical tasks and assignments given by management from time to time.

Qualifications

1. With high level of integrity.
2. College graduate preferably B.S. Accountancy, or other related business course.
3. Efficient but keen on details.
4. Computer literate (Excel, Word, Powerpoint).
5. Preferably with work experience of at least one (1) year related to the scope of work. Fresh graduates are welcome to apply.

Competencies

	AVERAGE	PROFICIENT	EXCELLENT
Knowledgeable in accounting and bookkeeping terminology and practices	X		
Ability to compare data from a variety of sources for accuracy and completeness		X	
Ability to detect errors		X	
Ability to understand and apply current accounting guidelines, system updates and revisions, and policy changes		X	
Ability to follow, applies, interpret, and explain instructions and/or guidelines		X	
Ability to determine work priorities		X	
Ability to meet schedules and deadlines of the work area		X	
Ability to communicate effectively		X	
Ability to compose routine correspondence report		X	

Work Location & Availability

1. Willing to work in Mandaluyong area.
2. Can start immediately.

Terms Of Employment

- Probationary employment

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line Finance Assistant and a cover letter outlining your suitability for the position.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.