



## **CALL FOR RESUMES: FINANCE ASSISTANT FOR OPPORTUNITY 2.0 PROGRAM**

EDC is requesting resumes from qualified individuals for a **Finance Assistant (FA)** role, a short-term consultancy position to support the Manila-based Senior Finance Manager. The estimated level of effort is 100% (full-time) over a **5-month period** from the date of consultancy award. The successful candidate is expected to work from EDC's office in Ortigas, Pasig City, with occasional remote work arrangement subject for approval by Senior Finance Manager.

### **EDUCATION DEVELOPMENT CENTER, INC. (EDC)**

**Education Development Center, Inc. (EDC)** is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

### **PROJECT DESCRIPTION**

The Opportunity 2.0 (O2) is a 5-year project funded by the United States Agency for International Development (USAID/Philippines) and implemented by EDC along with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. The purpose of Opportunity 2.0 is to give out-of-school youth a second chance to go back to school, or to learn new skills with TESDA, to help youth to be employed or to have their own businesses, and to contribute positively to their families and their community.

### **SCOPE OF WORK**

The **Finance Assistant** provides assistance and backstop support to Manila-based Senior Finance Manager and Finance Officer in processing financial transactions; coordinates with internal and external clients; organizes and maintains an efficient filing system for field office financial documents; adheres to application of proper accounting principles, standards, and internal controls. Main responsibilities include, but not limited to:

- Review completeness of supporting documents of disbursement requests in accordance with accounting standards, EDC and USAID policies and procedures prior to check and voucher preparation.
- Coordinate with other units/staff on supporting documents or documents requiring signatures/approvals.
- Respond to inquiries from staff or vendors/suppliers regarding status of payments
- Facilitate check deposits/releases to staff or suppliers/vendors, and stamps "PAID" all paid vouchers including related supporting documents



- On a weekly basis, attend to photocopying or scanning and organizing electronic/hard copy financial documents, ensure clarity of data being photocopied/scanned, and facilitates sending of finance back-ups to EDC Home Office
- Develop and maintain an efficient filing system for easy retrieval of financial documents
- Review finance back-up documents submitted by all field offices prior submission to EDC Home Office
- Assist Sr. Finance Manager with review of Manila QB journal entries against CVs/JVs focusing on the accuracy and consistency of data
- Encode expanded withholding tax (EWT or vendor's tax) remittances to the BIR system for online filing
- Consolidate e-copies of payment vouchers, compile all attached supporting documents and ensure complete series prior uploading to BOX by Finance Officer.
- Monitor official receipts (OR) from vendors and subcontractors. Coordinate with Operations/Admin team for OR completion.
- Coordinate with staff and vendors – sending bank confirmation and deposit slips.
- Assist FO on preparation of payroll allocation, including HMO and life insurance allocation.
- Monitor original copies of finance documents. Coordinate directly with staff on submission of original copies of finance documents.
- Other duties that may be assigned by Manila-based Senior Finance Manager or Finance Officer.

#### **ANTICIPATED SCHEDULE AND DELIVERABLES**

- The anticipated duration of the consultancy is **five (5) months** from the date of contract award at 100% level of effort. As a minimum, weekly progress reports will be submitted to EDC. Other deliverables resulting from this Scope of Work will be refined with the successful applicant upon consultancy contract award.
- **Location:** The successful applicant is expected to work from EDC Pasig office, Ortigas Center. Occasional remote work arrangement may be approved if the applicant has reliable internet connection to perform the required tasks and duties.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION**

- Bachelor's degree in management, finance or other related field with a minimum of 1-year experience in general accounting, and with good knowledge of accounting standards (GAAP).

##### **EXPERIENCE**

- At least 4 years of relevant work experience, including a minimum of 1-year in general accounting, preferably in an NGO or international organization.
- Experience with USAID-funded projects highly preferred.
- Demonstrated personal and professional integrity.



- Proficiency in MS Office, including Word and Excel.
- Proficiency with converting supporting documents (e-copies) to PDF.
- Good oral and written Filipino and English communication skills.
- Pleasant disposition, positive attitude, resourcefulness, and self-motivation.
- Demonstrated ability to plan and organize multiple tasks with attention to detail.
- Commitment to achieving excellence and high standards.
- Physical fitness to meet the demands of the job.

### **APPLICATION INSTRUCTIONS**

Interested candidates should send their application (a cover letter and CV) as soon as possible, but no later than COB, **August 19, 2022** with a reference to the position - **“Finance Assistant”** to [ProcurementPH@edc.org](mailto:ProcurementPH@edc.org). Applications must be in Word or PDF and submitted as one file. **Due to high volume of applications only shortlisted candidates will be contacted.**