

# JOB DESCRIPTION

<b>JOB TITLE: Director for Finance</b>	
<b>LOCATION: Mandaluyong City</b>	<b>REPORTS TO: Deputy Country Representative</b>
<p><b>THE ASIA FOUNDATION PURPOSE:</b> Committed to the development of a peaceful, prosperous, just, and open Asia Pacific region.</p> <p><b>JOB PURPOSE:</b></p> <p>The Director for Finance drives the organisation forward by:</p> <ul style="list-style-type: none"> <li>- leading the development and implementation of a sound financial strategy in line with The Asia Foundation's target financial outcomes and risk register</li> <li>- ensuring compliance across all regulatory and financial controls</li> <li>- building and maintaining a strong finance operations team</li> <li>- maintaining good relationships with internal and external partners</li> </ul>	
<p><b>REPORTING LINES:</b></p> <p><b>Staff reporting to this post:</b>      Senior Finance Manager              Sub-Awards and Audit Manager              IT Manager</p>	
<b>BUDGET RESPONSIBILITY: Yes</b>	
<p><b>PARTNERS</b></p> <p><b>Internal</b>          Regular interaction with Senior Management, the Finance Team, Program Directors, Project Chief of Parties, Headquarters (San Francisco) and country offices counterparts</p> <p><b>External</b>          Interaction with donors, partners/sub-awardees of the Foundation, external auditors, vendors</p>	

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## KEY RESPONSIBILITIES:

### Financial Strategy

- Leads the development of a sound financial strategy that maximizes financial opportunities across the organization supported by strong historical, financial, international development, commercial and economic insights and forecasts.
- Partner with senior management in implementing the financial strategy across the organization

### Optimized Performance

- Regularly identify and evaluate risks and opportunities to maximize performance across organizational, programmatic, and operational engagements, and activities through sound financial outcomes and cost management.
- Champion and oversee the delivery of insightful, timely, and actionable financial and budgetary reports.
- Stay abreast of current market trends and patterns and act accordingly

### Compliance

- Oversee the organization's fiscal activity, including budgeting, reporting, auditing, and taxation.
- Champion efforts in educating, communicating, securing buy-in and compliance to relevant regulatory and financial controls across the organization to eliminate or minimize legal, operational, and financial risks including donor and government compliance.
- Ensure all legal and regulatory documents are filed on-time

### Excellence in Financial Operations

- Ensure a well-structured, streamlined and well-staffed finance operations organization to address and fulfill requirements across all functional areas:
  - Controllership (General Accounting, Budgeting, Program Finance Management)
  - Grant Management
  - Accounts Payable
  - Accounts Receivable
  - Financial Reporting and Compliance
  - Financial Planning and Analysis
- Assess organizational spending and work to reduce costs
- Perform other functions as may be directed by the Country Representative or Deputy Country Representative

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## General Information System

- Provide oversight of the GIS Philippine operations to ensure effective management and maintenance of OneTAF Philippines
- Ensure the IT needs of and training for staff are addressed
- Ensure that procurement and maintenance of computer equipment for all staff are properly handled

## REQUIREMENTS:

### Experience

- Experience in a senior management position
- Minimum ten (10) years of professional experience in Finance
- Strong financial and accounting background, including an understanding of profit and loss, balance sheet and cash flow management, and general finance and budgeting
- Experience with budget management, public accounting, and cash flow
- Experience with corporate governance; experience in governance of International Development Organizations and/or multilateral organizations is an asset
- Knowledge of the Philippine NGO community and government agencies preferred
- Knowledge of USAID or other international donor agency requirements and regulations preferred
- Proven negotiation skills

### Education

Bachelor's degree in Accounting, Master's Degree/MBA. Must be a Certified Public Accountant.

### Others:

- Excellent verbal and written communication skills in both English and Filipino
- Strong time management and organizational skills
- Strong attention to detail and ability to multi-task
- Knowledge of MS Office package, Sharepoint, and other programs related to work planning and organization
- Familiarity with procurement processes and procedures
- Proficiency in accounting software
- Strong aptitude for Math
- Strong analytical skills
- Broad knowledge of accounting principles

**Date of issue: 03/01/2023**

## **JOB DESCRIPTION**

The Asia Foundation is an equal employment opportunity employer. Employment selection and related decisions are made without regard to age, sex, disability, national origin, color, or any other protected class. Support will be provided to persons with disabilities in the recruitment process.

Only shortlisted applicants will be called for an interview.