

#WeAreHiring

**Job Title:** Finance Assistant

**Organization:** Institute for Social Entrepreneurship in Asia (ISEA)

**Location:** Quezon City, Philippines

**Position Overview:**

ISEA is seeking a dynamic and detail-oriented Finance Assistant to join our team. The Finance Assistant shall be assisting the Bookkeeper/Accountant and the Administrative and Finance lead. S/he will play a crucial role in providing administrative and financial support to ensure the efficient operations of our projects and activities. This position offers an exciting opportunity to contribute to meaningful projects and work alongside passionate individuals dedicated to driving social change.

**Key Responsibilities:**

- Assist the Bookkeeper/Accountant with basic bookkeeping and financial recording.
- Ensure all financial transactions are orderly, manage records, file invoices, receipts, delivery orders, and contracts.
- Assist in tracking all contracts entered into by ISEA, ensuring timely payments and collections.
- Prepare and ensure timely payment of salaries/consultancy fees to staff and consultants.
- Process travel requests and collect travel reports.
- Prepare checks/check vouchers for daily operations.
- Prepare relevant documents for government remittance and ensure timely payments (taxes, statutory benefits, permits, and licenses).
- Represent ISEA in transactions with designated banks.
- Act as Petty Cash Custodian and Disbursing Officer.
- Assist in preparing financial documents, including the working trial balance for audits.
- Facilitate BIR-related documents for online submission monthly, quarterly, and annually.

**Qualifications**

- Proven experience in financial and administrative support roles.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal abilities.
- Proficiency in MS Office and accounting software.
- Knowledge of financial regulations and procedures.
- Bachelor's degree in Finance, Accounting, Business Administration, or related field.

**Station of work:** Quezon City (3 days office-based and 2 days online work arrangement)

**How to Apply:**

Please submit your resume and cover letter to [ctiongson@isea-group.net](mailto:ctiongson@isea-group.net) by July 15, 2024. Include "Finance Assistant Application" in the subject line.

Join us in our mission to drive positive social change and make a difference in the Asian region. We look forward to welcoming a dedicated Finance Assistant to our team at ISEA.

**About ISEA:**

The Institute for Social Entrepreneurship in Asia (ISEA) is a leading organization dedicated to promoting social entrepreneurship and sustainable development in the Asia Pacific region. We are committed to creating positive social impact through knowledge creation, capacity development and platform-building, including implementing innovative solutions through collaboration and partnerships.