



Job Title	Finance Manager
Unit	Office of the Executive Director
Reports to	Executive Director
Supervises	Finance Officer and Finance Assistant

JOB SUMMARY:

- Provide over-all leadership for sound financial management to ensure financial sustainability of the organization
- Perform financial management duties including generating financial data, compiling and submitting correct and timely financial reports to the Executive Director and funders
- Develop and review policies and budgets, and assess financial procedures

SPECIFIC FUNCTIONS:

FUNCTIONS	SKILLS AND KNOWLEDGE COMPETENCY
1. Financial Management and Oversight • Lead the development and implementation of financial policies, procedures and internal control systems • Prepare and monitor the organization's consolidated annual budget in coordination with the programs, project teams, and the Executive Director • Ensure accurate, timely, and complete financial reporting to the Board of Trustees (BOT), Management Committee (ManCom), donors and government regulatory agencies. • Lead in the preparation of the annual institutional audit and other assurance activities to be conducted by funding partners—ensuring smooth communication and coordination on	• High integrity and accountability • Expertise in financial planning and management • Expertise in accounting, bookkeeping and auditing • A keen eye for detail and desire to probe further into data • Ability to stick to time constraints • Good written and oral communication skills • Leadership skills • Good interpersonal relations skills • Presentation skills • Networking skills • Problem-solving and negotiation skills • Coaching and mentoring skills

audit planning, on-site procedures, review of reports and ensure agreements during exit meetings and overseeing improvements and implementation of audit findings/observations. • Ensure compliance with related government agencies and donor regulations • Supervise the day-to-day accounting functions, including payroll, disbursements, and financial documentation • Prepare monthly bank reconciliation statements including monitoring of bank balances	• Managerial and decision-making skills • Analytical skills • Ability to handle confidential and sensitive information
2. Human Resource Functions • Support the implementation of human resource policies and procedures • Facilitate internal determination of capacity-building needs of the unit members • Together with the Management Committee, initiate programs to promote health and wellness of the staff	
3. Institutional Planning and Coordination • Contribute to strategic and operation planning as a member of the ManCom • Provide regular finance updates and analysis for Executive Director/ManCom decision-making	
4. Donor and Partner Coordination • Ensure donor financial requirements and reporting standards are met. • Support project teams in proposal development by ensuring the accuracy of figures in the budget component. • Liaise with donors and partners on finance matters, meet with donors for clarity and policy updates, respond to	

clarification and reports, when delegated by the Executive Director.	
5. Other related tasks as may be assigned by the Executive Director.	

QUALIFICATIONS AND EXPERIENCE

- College graduate, preferably with accounting or business-related degree
- At least three (3) years of verified experience in financial management in NGOs or development organizations
- Strong knowledge of Philippine financial regulations, taxation and labor laws
- Proven experience in reporting to funding partners/donors, budget development, and financial monitoring
- Experience in managing audits and compliance processes
- Supervisory experience and ability to lead a team
- Proficiency in Microsoft Excel and QuickBooks accounting software
- Proficient in written and oral communications
- With good moral character