

TERMS OF REFERENCE

DESIGNATION : FINANCE AND COMPLIANCE OFFICER

UNIT : FINANCE AND ADMINISTRATION

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 and Compliance Officer 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 (with Muskkat).

Scope of Work

- Financial Reporting (20%)
 - Prepares the financial statements (Balance Sheet, Income Statement, Cash Flow Statement, Budget vs. Actuals Report, etc.)
- Accounting and Bookkeeping (20%)
 - Maintains the accounting books of the Foundation
 - Maintains payment documents, files, and records (e.g., check voucher, required supporting documents per nature of expense, payment trackers, etc.)
- Payment Processing and Compliance (30%)
 - Reviews the check voucher to ensure compliance with documentary requirements to justify the processing of payment (ULF and Muskkat)
 - Verifies items billed against items ordered and received and reconciles differences
 - Assists in routing the check voucher package to the approvers for approval (Muskkat)
 - Review the payment proposal summary and the supporting documents therein
 - Informs supplier and employees of payments made
 - Informs staff and vendors regarding procedural requirements (e.g., documentary requirement per nature of expense, timing of payments, etc.)
- Tax Compliance (10%)
 - Prepares and files all BIR-related requirements
 - Review prepared BIR 2307
- Stakeholder Communication and Support (10%)
 - Responds to inquiries from the organization and vendors regarding payment procedures
 - Informs staff and vendors regarding procedural requirements
- Process Improvement and Feedback (5%)
 - Sends quarterly feedback form to all stakeholders of ULF Finance
 - Uses feedback to improve processes (implied)
- Professional Development (5%)
 - Participate in professional development programs designed by the Foundation
- General
 - Responsible for other tasks and assignments given by management from time to time

Knowledge, Skills, and Abilities required

1. Graduate of BS in Accountancy, preferred CPA
2. Possesses experience in a related position for at least two (2) years
3. Proficient in Microsoft Office applications and QuickBooks Online Plus
4. Possesses a high level of integrity.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line **Finance and Compliance Officer**.

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.