



Finance and Operations Manager

Equal Access International (EAI), a non-governmental organization, headquartered in Washington, DC, partners with communities in the developing world to co-create sustainable solutions. EAI combines direct community engagement with participatory media and technology using an interactive feedback loop that fosters locally-owned lasting positive impact on youth, women, and families. EAI currently works in 15 countries and has a 17-year track record implementing media and social change projects in some of the hardest to reach places in the world.

Summary of Primary Duties

The Finance and Operations Manager (FOM) is a key member of the operations team. He/She will play a pivotal role in overseeing adherence to project's Field Operations Manual (FOM), USG regulations, contract requirements and limitations, financial policies, procedures, controls, and reporting systems. The FOM ensures compliance of all accounting and financial reporting functions, oversees cost and general accounting, accounts receivable/payable, payroll, risk management, and partner's relationships, audit backup documentation, and directly supervise and support the project's Field Accountant. He/She will be responsible for cash flow analyses, and the overall financial well-being of the project. The FOM is also accountable with full compliance of any local laws, regulations and reportorial requirements. The FOM may be called upon to assume main accounting responsibilities when needed or perform any other related duties as assigned.

Essential Duties

Management

- Responsible for providing training, guidance and direction to Accounting/Finance staff
- Responsible for providing training to all staff on finance procedures and documentation requirements
- Responsible for gaining comprehensive knowledge of project's Field Operations Manual (FOM) and for identifying areas where policies, procedures and/or practices may not be fully aligned with project practice and advising project management with options and recommendations
- Responsible in providing accurate financial information and appropriate recommendations to Program/Project Management Team particularly in terms of spending rate vis-à-vis planned spending.
- Responsible for coordinating documentation requirements with various departments, i.e. procurement, grants, logistics, Human Resources, Inventory Management, Technical/Delivery and other areas.
- Responsible in ensuring sound cash flow monitoring, ensuring stable fund availability for the whole program implementation period.
- Responsible in budget proposal making including revision/modifications whenever needed.
- Responsible in applying correct and appropriate taxes in all its dealing and ensuring timely remittances to the government, including timely submission of required reports.
- Responsible in applying correct and appropriate employee/employers contributions to SSS, PhilHealth and Pag-IBIG, and ensuring timely remittance to these agencies, including timely submission of required reports

Financial Reporting

- Develops and maintains reports of status of financial management activities (i.e. monthly and quarterly reporting)
- Responsible for ensuring project assets/inventory report is balanced against the general ledger/FAS prior to submission to USAID.
- Responsible for ensuring that any/all contractual financial reporting requirements are identified and complied in a timely and accurate manner.
- Ensures that tax reporting procedures are well documented to facilitate preparation and submission in a timely manner
- Reviews and submits monthly reconciliation reports
- Monitors and submits advance, commitment, and grant reports as applicable
- Develops and submits other project reports necessary and based on registration requirements to local authorities
- Oversees the reporting of expenses by regional offices (if applicable)
- Monitors and reports on partner/vendor payment schedules and obligations
- Provides annual budgets of expenditure as well as quarterly forecasts against budget statements (accruals, pipelines, etc.) as applicable

Audit

- Manages preparation of internal and external audits
- Supports responses and actions to internal audit comments
- Conducts daily reviews of backup documentation to ensure completeness, accuracy, and full compliance with all regulations and the Field Operations Manual (FOM)
- Performs regular spot audits on project's files
- Ensures adequate backup documentation is saved, both hard and soft copies, and uploaded to relevant system according to set deadlines

Policies & Procedures

- Ensures that accounting policies and practices are carried out in accordance with GAAP standards; project internal controls are established and implemented in accordance with EAI policies, USAID rules/regulations and the terms of the contract.
- Update control policies whenever necessary.
- Update or modify existing financial systems and procedures in line with new donor rules and regulations (project specific).
- Regularly update Operation Policies in the areas of HR, Logistic/Procurement, and Accounting.

General Accounting/Financial Management

- Reviews wire requests for field project implementation
- Conducts regular cash flow analysis to ensure availability of funds and the accurate maintaining of bank balances
- Responsible for accurate and timely processing of invoices, advances and reimbursements, checks, and wire transfer payments

- Ensures timely deposit of cash receipts
- Responsible for ensuring petty cash is maintained at a feasible level for operational activities and that petty cash procedures are followed
- Ensures the safeguard of bank checks and cash on hand
- Ensures proper segregation of duties within the Finance/Accounting Department to maintain control
- Manages banking relationships and coordinates periodic updates for checking account signers
- Reviews and approves bank reconciliations performed by the field accountant
- Prepares and reviews project cost data prior to submitting QuickBooks reports to EAI Washington
- Maintains file management systems for soft and hard copy documentation
- Establishes guidelines for maintaining sub-grant and other partnership files and activities as applicable
- Maintains files on grant/procurement/subcontractor documents and modifications as applicable
- Directs the schedule of financial activities to ensure the timely preparation of budget related reports
- Supervises periodic cash counts
- Ensures non-billable expenses are thoroughly reviewed and are kept to a minimum
- Ensures that foreign taxes paid, if any, are tracked, recorded, and reported to donors whenever needed.
- Ensure appropriate cost allocation and spending covering overhead costs and other shared costs such as salary of CD and/or any admin/operation staff.

Travel Advances & Reimbursements

- Follows and maintains procedures to ensure accurate and timely payment of travel advances, reimbursements for staff and partner travel
- Maintains procedures to ensure accurate and timely reconciliation of travel advances
- Reviews and closely monitor outstanding advances and aging reports for timely reconciliation.

Payroll

- Ensures the timely and accurate processing and review of all payroll transactions, assuring compliance with established employment agreements and modifications.
- Approves overtime expenses (if applicable per Project Schedule of Authorities)
- Ensures staff compliance with timekeeping policy and recordkeeping
- Serves as backup for payroll processing when applicable
- Ensure accurate deductions of applicable income taxes and employee contribution to government social agencies such as SSS, PhilHealth and Pag-Ibig.
- Ensure accurate computation of final salary for every outgoing staff.

Financial Systems

- Oversee and Monitor use of field accounting system (QuickBooks), cloud software for backup documentation, EAI's operations system (QuickBooks)

- Communicates with AnswerWare support teams on system or operations troubleshooting technical issues
- Coordinates with EAI's HQ-based accounting team to provide monthly Quickbooks reports and vouchers, as well as other requested information
- Trains finance staff in any financial system knowledge gap
- Ensures that voucher files are scanned and uploaded to EAI's electronic storage system

Supervisory Duties

- Trains, supervises, and mentors employees
- Plans, assigns, and directs work; appraises performance, addresses and resolves problems

Qualifications

- B.A. Degree in Accounting, Finance, Business Administration or equivalent. Advanced degree MBA, CPA or equivalent preferred.
- 8+ years of relevant experience and progressive responsibility in finance and accounting, office administration, project operations at the mid-level of an organization
- Minimum 2 years' experience managing USAID funded projects
- Experience leading and managing the financial aspects of USAID projects, including a demonstrated understanding of applicable finance-related USG contracting regulations
- Accuracy in working with large amounts of data
- Experience supervising staff
- Ability to respond effectively to the most sensitive inquiries or complaints
- Experience with QuickBooks accounting software, and Microsoft office suite
- Demonstrated knowledge of internal controls and audit processes (e.g. procurement, local subcontract agreements, etc.)
- Demonstrated report writing skills in English is required.
- An articulate individual who possesses excellent communications and personnel management skills and who can relate to people at all levels of an organization
- An energetic, forward-thinking and creative individual with high ethical standards and appropriate professional image
- An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus
- Fluency in English is required

To Apply:

Interested applicants should e-mail a copy of their CV and statement of interest to Jobs@equalaccess.org with the reference "Philippines Finance & Operations Manager " in the subject line.

Filipino nationals are strongly encouraged to apply. EAI is an Equal Opportunity Employer.