

JOB DESCRIPTION

Job Title:	Finance and Administrative Assistant
Reports to (Title):	Finance & Logistics Officer; Finance Officer
Location:	Iloilo City (Region 6); Cebu City (Region 7); Makati City
Date:	By October 2024

POSITION SUMMARY

Reporting to the ICAP Finance & Logistics Officer and/or the Finance Officer, the Finance and Administrative Assistant will be responsible for carrying out tasks related to processing payments, facilitating finance-related activities for training, workshops, or review meetings, timely procurement of supplies, data entry, and analysis. The employee will be required to work an average of 40 hours per week, distribution of such hours will be based on the current situation/needs of the regional offices.

Responsibilities:

- Assist in processing invoices, payments, and expense reports, including filing, printing, and archiving vouchers.
- Assist in the canvassing of quotations and coordination with suppliers and vendors related to the procurement of office materials and other inventory.
- Provide additional support during the conduct of training, including but not limited to venue oculars, menu management, and similar items.
- Ensure data accuracy in the entry of relevant financial information and administrative data into ICAP databases and software systems.
- Assist in the maintenance of the ICAP regional offices through the scheduling of repairs, general cleaning, and liaising with local cleaning service providers
- Collaborate with team members to support cross-functional projects and initiatives, and effectively communicate verbally and in writing with the team.
- Maintain confidentiality of sensitive financial and administrative information
- Other tasks as assigned by ICAP finance staff

Education:

- Preferably College Level in any Accounting or Business-related courses.



Qualifications:

- Knowledge of basic Microsoft Office Software specifically MS Excel and MS Word
- Attention to detail and ability to review financial documents, a plus
- Experience in finance and admin-related work preferred but not required.
- Good communication and time management skills
- Ability to work with minimal supervision.

Travel Requirements: As needed.

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