



# PLANADES

Planning and Development Research Foundation, Inc.

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## TERM OF REFERENCE

**Position Title:** Accounting and Finance Associate

**Location:** Quezon City

**Reports to:** Accountant and Executive Director

### Position Summary:

The Accounting and Finance Associate will play a crucial role in supporting the Accounting and Finance Department by managing various administrative and office operations tasks. This position is essential for ensuring the organization's financial stability through the accurate and timely processing of financial transactions, maintaining financial records, and assisting in the preparation of financial reports.

### Key Responsibilities:

#### 1. Financial Transactions:

- Process accounts payable and receivable, ensuring timely and accurate entry of invoices and payments.
- Assist in preparing bank reconciliations and monitoring cash flow.

#### 2. Financial Reporting:

- Assist in preparing monthly, quarterly, and annual financial reports.
- Support the Accounting and Finance Team in budget and forecast preparation.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.

#### 3. Record Keeping:

- Assist in maintaining and updating financial records, ensuring all documentation is accurate and up-to-date.
- Ensure compliance with organizational policies, procedures, and regulatory requirements.
- Assist in preparing and coordinating the audit process.

#### 4. Administrative Support:

- Provide administrative support to the Accounting and Finance Department, including scheduling meetings, preparing agendas, and taking minutes.
- Assist with preparing financial documents for internal and external stakeholders.
- Respond to inquiries from vendors, clients, and other stakeholders regarding accounting and financial matters.

**5. Other Duties:**

- Participate in special projects and perform other duties as assigned by the Executive Director.
- Continuously seek opportunities to improve financial processes and contribute to the overall efficiency of the Accounting and Finance Department.

**Qualifications:****1. Education:**

- A degree in Finance, Accounting, Business Administration, or a related field is preferred.

**2. Experience:**

- At least 2-3 years of experience in a finance or accounting role.
- Experience with accounting software and financial reporting tools.

**3. Skills and Competencies:**

- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office Suite, particularly Excel.
- Strong analytical and problem-solving skills.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.

**Working Conditions:**

- This is a full-time position based at UP SURP Diliman, Quezon City.
- Occasional overtime may be required during peak financial periods.

**Application Process:**

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to [info@planades.org](mailto:info@planades.org) on or before July 30, 2024.