### **Overview**

We are looking for a **Finance Assistant** with foundational accounting knowledge (or an accounting-related academic background). This role spans daily financial operations: handling incoming payments, maintaining financial records in our system, and assisting in basic tax filing tasks. You will work closely with our Finance Department to ensure accurate tracking of the company’s finances, receipts, and bookkeeping. The position is vital to supporting the organization’s overall operational goals by providing reliable financial data.

### **Key Responsibilities**

1. **Financial Transactions & Cash Management**
   * Process and record incoming payments (cash or otherwise) promptly and accurately
   * Manage and reconcile cash balances, ensuring alignment between physical funds and recorded amounts
   * Conduct periodic checks on financial transactions to maintain proper control and accuracy
2. **Data Entry & System Maintenance**
   * Input transaction details into designated finance or accounting software
   * Confirm the accuracy of invoices, receipts, and transaction data
   * Coordinate with the Finance team to cross-verify online order data and maintain data consistency
3. **Basic Tax Filing & Compliance**
   * Assist in preparing simple tax filing documents (monthly or quarterly), as directed by management
   * Collect and organize relevant invoices, receipts, and other tax records, liaising with external accountants as necessary
   * Ensure compliance with local regulations by accurately maintaining financial documentation
4. **Daily Financial Reporting & Reconciliation**
   * Aid in vendor and customer account reconciliations
   * Provide timely updates on financial status to the Finance Manager or Accounting Department
   * Support internal audits, working with inventory or operations data as needed
5. **Other Duties as Assigned**
   * Collaborate in cash-flow planning, budget tracking, and related finance tasks
   * Contribute to any additional accounting or administrative responsibilities within the department

### **Qualifications & Requirements**

1. **Education & Background**
   * Associate’s or Bachelor’s degree in Accounting, Finance, or a closely related field preferred
   * Alternatively, strong practical experience in accounting and financial transaction handling
2. **Professional Skills**
   * Familiar with basic accounting standards, bookkeeping, and local tax procedures
   * Proficiency in Microsoft Office (Excel, Word, etc.)
   * Experience with ERP, finance software, or cashiering systems is advantageous
3. **Personal Attributes**
   * High attention to detail and accuracy in financial recordkeeping
   * Strong integrity and sense of responsibility when handling monetary transactions
   * Good communication skills and a collaborative mindset
4. **Language Proficiency**
   * Fluent in English (spoken and written)
   * Familiarity with local language(s) (e.g., Filipino/Tagalog) is a plus

### **Working Hours & Location**

1. **Schedule**
   * Monday to Friday, 8:00 AM – 5:00 PM
   * Observing official Philippine holidays
   * Entitled to standard 13th-month pay and other local regulatory benefits
2. **Work Location**
   * Malate, Westgrove Place
   * Occasional visits to other company locations (e.g., warehouse or offices) if needed

### **Compensation & Benefits**

1. **Salary Structure**
   * **PHP 16,000** basic salary + **PHP 6,000** performance bonus
   * Additional allowances included
   * **Total monthly compensation: PHP 25,000**
2. **Philippine Labor Benefits**
   * Standard 13th-month pay
   * Coverage under mandated government contributions (SSS, PhilHealth, Pag-IBIG)
   * Observance of official local holidays
3. **Additional Advantages**
   * Continued professional training (accounting updates, compliance workshops, etc.)
   * Potential for staff discounts on company products
   * Pathways for growth, including promotion to higher finance-related roles

**About Us & Future Prospects** We are a vibrant company with significant expansion plans. Strong financial oversight is crucial to our day-to-day operations, and this Finance Assistant role will be at the core of ensuring transactions run smoothly. If you’re passionate about financial accuracy, process improvement, and continuous professional growth, we’d love for you to join our team.