

# Finance Associate

## Position Summary

The Finance Associate is responsible for providing financial and analytical services. Ensuring records are accurate and compliant to IPA policies, national government laws and donor requirements. Providing these services in an effective and efficient manner will ensure that Country finance operations are maintained.

## Responsibilities

- Provides support to finance operations and reports to the Senior Finance Manager and Country Director, as

appropriate;

- Analyze and review of monthly and year-end financial reports;
- Review and upload semi-monthly payroll.
- Closely work with the CWG team.
- Assist budget holders on project related inquiries on expenses and donor reporting.
- Ensure timely analysis and payments of government remittances;
- Oversight of local cash flow (e.g. fund transfer, fund support to field operation through advances,

disbursements/receipts, exchange rate, etc.);

- Process and posting of financial transactions in Netsuite/Process Maker including disbursements and journals;
- Review and analyze cash advance request, liquidations, reimbursement requests, and payment to vendors

based on IPA's financial policies and Philippine laws on taxation

- Evaluate financial report schedules and audit requirements in the yearly audit engagements.

- Conduct trainings/orientation to new staff (Field Managers, Coordinators and Officers) on finance processes and systems;
- Accurately process/approve Monthly Bank Reconciliation Reports in Netsuite accounting system.
- Analyzes and monitors monthly advances, receivables, payables and other balance sheet accounts.
- Ensures completeness of all financial documents in accordance with policies and procedures.
- Upload financial transactions in online bank facilities.
- Support the Senior Finance Manager in maintaining access to all government agency systems and reporting.
- Assist the Senior Finance Manager in updating CO financial policies and procedures manual.
- Manage country office petty cash funds.
- Update all finance forms with new policies, project & grants accordingly.
- Other related duties, as appropriate.

## Qualifications

### Required

- Business, computers, or office management or related fields
- Skills: Word processing, Databases, Spreadsheets, Accounting, Reporting,
- Software (QuickBooks, Sage Fund Accounting System, NetSuite, Detail oriented, Time Management, Data entry Management, Confidentiality

### Preferred

- Education: Preferably BS Accountancy/Finance 4 yr. course
- Experience: 5-7 years' experience in Bookkeeping, Accounting, Analysis, Audits, Disbursements, Payroll, prior experience working with International NGOs, and

managing funds of USAID, ADB, JICA, AUSAID, EC, etc will be given preference

## Reports to

Senior Finance Manager/Country Director

## Desired Start Date

As soon as possible

## Location

Philippines

## Application Instructions

[Click here](#) to apply now.

## About IPA

Innovations for Poverty Action (IPA) is a research and policy nonprofit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor. In recent decades, trillions of dollars have been spent on programs designed to reduce global poverty, but clear evidence of which programs succeed is rare, and when evidence does exist, decision-makers often do not know about it. IPA exists to bring together leading researchers and these decision-makers to ensure that the evidence we create leads to a tangible impact on the world. Since its founding in 2002, IPA has worked with over 600 leading academics to conduct over 900 evaluations in 52 countries. This research has informed hundreds of successful programs that now impact millions of individuals worldwide.

## IPA's Commitment to Diversity, Equity, & Inclusion (DEI)

As an organization, IPA is dedicated to improving the lives of the world's most vulnerable populations through evidence and policy. We also recognize how important it is for our staff to reflect the diversity of the places where we work and the communities we work with. As such, IPA is committed to hiring from a diverse pool of candidates, from a range of backgrounds, beliefs, experiences, and perspectives. We know that this makes our work stronger and more responsive to the challenges faced by those we work with and for and we encourage people from historically underrepresented groups to apply. Click [here](#) to learn more about IPA's commitment to diversity, equity, and inclusion.

Innovations for Poverty Action is an affirmative action-equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected class. IPA will endeavor to make a reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at [jobs@poverty-action.org](mailto:jobs@poverty-action.org) or via phone at 1-202-386-6200. The above statements are intended to describe the general nature and level of the work to be performed by the specified position. The statements are not intended to be an exhaustive list of all possible duties, tasks, and responsibilities. Management reserves the right to amend and change responsibilities to meet organizational needs as necessary. Please note that IPA will never request any form of payment from an applicant. Applicants are encouraged to confirm the information listed above with IPA prior to releasing any extensive personal information to the organization. Please direct questions to [jobs@poverty-action.org](mailto:jobs@poverty-action.org). Please note that only qualified applicants will be contacted by the hiring manager.