



## TERMS OF REFERENCE

### **DESIGNATION: FINANCE AND COMPLIANCE OFFICER**

Unilab Foundation Inc (ULF) is the corporate foundation of United Laboratories, Inc. It was established in 2011 and became operational in 2012. ULF aims to achieve long-term, transformational impact in Science, Technology, Engineering, and Mathematics (STEM) education and careers, Mental Health and Well-being, and Youth Engagement. ULF is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry, academe, and the private sector to address development issues and deliver solutions in a coordinated manner. ULF's purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will:

- Improve the mental health and well-being of young Filipinos.
- Nurture integrated STEM learners, innovators, and workforce.
- Improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF has three (3) Programs and (2) Program Enabling initiatives, which are the necessary and sufficient action steps that will enable ULF to achieve its purpose.

- **STEM+ PH:** STEM+ PH Program helps the Philippines become future-ready and enables innovators to create solutions for development problems using integrated STEM principles. Working with partners, the Program focuses on teacher development, curricular innovation, learner engagement, research, policy advocacy, and STEM leadership alliance-building.
- **Heads Up PH:** Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support, and advocating for enabling policies.
- **Youth Forward:** The Program enables the youth to actively promote the health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.

A unique feature of ULF is its ability to scale up interventions to reach more beneficiaries by establishing new NGOs. This allows for a greater reach of proven interventions while

creating the space to develop new social innovations addressing other areas of need. Currently, there are three Spin Off entities that ULF is committed to providing Organization Development support during their first five (5) years of operation.

- Project Inclusion Network (PIN) - PIN is a non-profit organization established to scale up the reach and impact of ULF's innovations in disability-inclusive employment.
- Positive Youth Development Network (PYDN) – PYDN is a non-profit organization established to scale and sustain the Ideas Positive innovations and, in addition, undertake pioneering work in youth development and accreditation towards building strong, socially-aware, and sustainable youth organizations responsive to the evolving needs and opportunities of the country.
- Center for Integrated STEM Education (CISTEM) – CISTEM was initially established in 2019 by Unilab Foundation's STEM+ PH as one of its sub-programs. CISTEM has now transitioned as an independent non-profit organization committed to building a culture of inquiry and innovation by applying STEM skills for nation-building.

The Administration, Finance and HR, and Strategic Support Units support these Programs and the overall operations of ULF. These units are responsible for ensuring that appropriate systems and processes are in place and updated in accordance with the emerging needs of the organization. Among the needs identified due to previous ISO Audits and the recent Midyear Review and Action Planning is Organizational Development focusing on Absorptive Capacity, Building Competencies and Career Pathing, Improving the Business Process, Program Development, and Implementation.

### **Purpose**

The Finance and Compliance Officer will report directly to the Finance and Compliance Assistant Manager. The position's primary function is to support the Finance and Compliance process of Unilab Foundation.

### **Date of Employment**

September 15, 2023 / ASAP

## **Scope of Work**

The successful candidate will be responsible for the following:

1. Prepares the financial statements (Balance Sheet, Income Statement, Cash Flow Statement, Budget vs. Actuals Report, Bank Reconciliation, etc.)
2. Maintains the accounting books of the Foundation;
3. Reviews the check voucher to ensure compliance with documentary requirements to justify the processing of payment;
4. Receives approved liquidations and reimbursements and ensures compliance with documentary requirements to justify the transactions.
5. Verifies items billed against items ordered and received and reconciles differences through follow-up with the supplier and/or other employees;
6. Assists in routing the check voucher package to the approvers for approval;
7. Review the payment proposal summary and the supporting documents therein;
8. Prepares and files all BIR-related requirements.
9. Review prepared BIR 2307;
10. Monitors and tracks payments;
11. Informs supplier and employees of payments made;
12. Informs staff and vendors regarding procedural requirements (e.g., documentary requirement per nature of expense, timing of payments, etc.) to facilitate the payment process within established policies and guidelines;
13. Maintains payment documents, files, and records (e.g., check voucher, required supporting documents per nature of expense, payment trackers, etc.) to ensure the availability of documentation and compliance with established policies and guidelines;
14. Sends quarterly feedback form to all stakeholders of ULF Finance to help gather valuable insights and make informed decisions, improve processes, and address any issues proactively.
15. Responds to inquiries from the organization and vendors regarding payment procedures to provide information, direction, and/or referral for addressing inquiry;
16. Responsible for other tasks and assignments given by management from time to time.

## **Required Knowledge, Skills, and Abilities**

1. Graduate of BS in Accountancy
2. Possesses experience in a related position for at least two (2) years
3. Proficient in Microsoft Office applications and QuickBooks Online Plus
4. Possesses a **high level of integrity**.

## **How to Apply**

Please send your updated CV, together with cover letter, to [hr@unilabfoundation.org](mailto:hr@unilabfoundation.org) or [daniel.ramirez@unilabfoundation.org](mailto:daniel.ramirez@unilabfoundation.org). The accepted applicant will be based in Mandaluyong City. This is a probationary position.