



TERMS OF REFERENCE

DESIGNATION : FINANCE AND COMPLIANCE ASSISTANT MANAGER

UNIT : FINANCE AND ADMIN UNIT

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and wellbeing of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and 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 and academe to address development issues in a coordinated manner.

ULF has three Programs:

- 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.
- Project Kaakbay enables the youth to actively promote 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.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org



Purpose

The Finance Assistant Manager shall report directly to the Finance and Compliance Manager and will be part of ULF's Finance, Admin and HR Unit. The main purpose of this position is to support the compliance of ULF Finance.

Scope of Work

The **Finance and Compliance Assistant Manager** shall:

1. Analyze, monitor, and review ULF and Muskkat's financial reports and information at the unit and organizational level, including that of the external grants and spin-offs on cash management, expenditures, revenues and ensure that the company's financial operations do not exceed budget limits;
2. Review the financial reports of the spin-offs and external grants and ensure their submission within the agreed deadlines;
3. Review the payment voucher of ULF and Muskkat to ensure compliance with documentary requirements to justify the processing of payment;
4. Review the payment proposal summary and electronic fund transfer documents of ULF and Muskkat to ensure timely and accurate payments.
5. Reviews the journal voucher to ensure compliance with documentary requirements to justify the processing of liquidation or adjustments;
6. Review all BIR and statutory related requirements to ensure submission within deadlines.
7. Prepare and review of ULF and Muskkat's quarterly request for funding based on approved budgets and fund utilization.
8. Prepare the document routing slip to facilitate the signing of documents.
9. Review budget suggestions and requests, including the review of budget models at the unit level, and prepare the consolidated budget at the organizational level;
10. Develop suggestions on spending to optimize the result of the utilization of the budget;
11. Compare the organization's budgeted financial results with the actual ones at the end of each reporting period and analyze the differences;
12. Write or edit proposed policies and procedures related to Finance and Compliance to comply with the donors' requirements



13. Onboard new employees with the finance policies and processes of ULF.
14. Assist with the setup and implement the mobilization phase of new external grants;
15. Provide advice and technical assistance to ULF units/programs on cost-benefit analysis of their business models;
16. Assist the Finance and Compliance Manager in preparing the reporting requirements of donors including monitoring and reviewing the compliance of the different Finance unit stakeholders (including spin-offs);
17. Keep abreast with the latest statutory pronouncements to ensure compliance of the Foundation;
18. Ensures custody and safekeeping of Finance and Compliance documents to comply with the established policies and procedures; and,
19. Responsible for other tasks and assignments given by management from time to time.

Knowledge, Skills, and Abilities required

This position requires a results-driven individual:

1. Must be a Certified Public Accountant (CPA)
2. Work experience in the related field is required (At least 3 years)
3. Experience in Senior Financial Role for at least 3 years
4. With Non-Governmental Organization (NGO)/Foundation background

Selection Criteria

1. Relevant educational and/or professional degrees and certifications.
2. Proficient Oral and Written communication skills.
3. Demonstrated ability to produce quality written materials and reports.
4. Demonstrated ability to work collaboratively.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line **Finance and Compliance Assistant Manager**. The accepted applicant will be based in Mandaluyong City. This is a probationary position.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.