

TERMS OF REFERENCE

DESIGNATION : FINANCE AND COMPLIANCE ASSISTANT MANAGER

UNIT : FINANCE AND ADMINISTRATIVE

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 and Compliance Assistant Manager is responsible for providing financial analysis, budgeting, and compliance support to ULF and Muskkat. This role analyzes financial reports, ensures compliance with policies and procedures, and assists in budgeting and planning. The Finance and Compliance Assistant Manager also provides technical assistance and advisory services to units/programs, develops and implements finance policies, and ensures donor reporting and compliance requirements are met. This role requires strong analytical, technical, and communication skills to effectively support the organization's financial management and compliance needs.

Scope of Work

- Financial Analysis and Reporting (25%)
 - Analyze, monitor, and review ULF and Muskkat's financial reports and information
 - Review the financial reports of external grants and ensure their submission within the agreed deadlines
 - Compare the organization's budgeted financial results with the actual ones at the end of each reporting period and analyze the differences
- Financial Compliance and Controls (25%)
 - Review the payment voucher of ULF and Muskkat to ensure compliance with documentary requirements
 - Review the payment proposal summary and electronic fund transfer documents to ensure timely and accurate payments
 - Review the journal voucher to ensure compliance with documentary requirements
- Budgeting and Planning (15%)
 - Prepare and review of ULF and Muskkat's quarterly request for funding based on approved budgets and fund utilization
 - Review budget suggestions and requests, including the review of budget models at the unit level
 - Prepare the consolidated budget at the organizational level
- Policy Development and Implementation (10%)
 - Write or edit proposed policies and procedures related to Finance and Compliance
 - Onboard new employees with the finance policies and processes of ULF
- Technical Assistance and Advisory (10%)
 - Provide advice and technical assistance to ULF units/programs on cost-benefit analysis of their business models
 - Assist with the setup and implement the mobilization phase of new external grants

- Donor Reporting and Compliance (10%)
 - Assist the Finance and Compliance Manager in preparing the reporting requirements of donors
 - Ensure compliance with donor requirements
- Professional Development (5%)
 - Participate in professional development programs designed by the Foundation

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.