

Admin/Accounting Assistant

DEADLINE FOR APPLICATIONS:	15 JUNE 2008
DATE OF ISSUANCE:	16 MAY 2008
ORGANIZATIONAL UNIT:	Administration and Finance
DUTY STATION:	QUEZON CITY
VACANCY ANNOUNCEMENT NUMBER:	A/F - 001- 2008

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

TAO-Pilipinas Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

The post is located at the Office of the Organization 27-A Matiyaga Street, Barangay Central, Diliman, Quezon City, Philippines. Under the general guidance of the Executive Director and Administrative Officer/Bookkeeper of TAO-Pilipinas, assist and support the admin officer/bookkeeper on all aspects of accounting, bookkeeping and administrative concerns of the Organization. Such functions include but are not limited to the following:

- Employment reporting to SSS/PhilHealth, Pag-ibig, BIR, etc.
- Monitoring of Cash Advances, Receivables and Loan payments; Leave and day-off benefits; and office and maintenance supplies
- Prepare and submit monthly & quarterly reports for SSS, PhilHealth & BIR
- Prepare attendance sheet for every payroll period
- Filing of Admin/Accounting concerns e.g. letters (in-coming and out-going files), financial documents like vouchers, receipts, bank transactions, etc.
- Assist in the banking transactions as deemed necessary
- Liaise for BIR, SEC, city requirements and permits
- In-charge of paying bills, premiums, and tax payment; monthly recording and renewing of board calendar of activity; and overseeing of the cleanliness and orderliness of the office.
- And any other relevant tasks that may be assigned by the Executive Director and the Administrative Officer.

Competencies

Professionalism: sound knowledge and practical application of TAO principles, to include approaches and techniques to address problems; strong analytical capacity and the ability to identify, analyze and articulate difficult issues/problems; sound judgment; strong mathematical and organizational skills, including ability to evaluate and integrate information from a variety of sources.

Planning and Organizing: ability to plan own work, manage conflicting priorities and work under pressure of tight and competing deadlines.

Communication: excellent communication (spoken and written) skills, including the ability to draft a variety of communications and to articulate ideas in a clear and concise style.

Teamwork: very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-disciplinary environment with sensitivity and respect for diversity.

Client Orientation: ability to establish and maintain effective working relationships with other staff and outside collaborators, for purposes of substantive coordination.

Technology Awareness: fully proficient computer skills and use of relevant software and other applications, e.g. word processing, database management, spreadsheet, Internet, etc.

QUALIFICATIONS

Education

University Degree with background in Bookkeeping and/or accounting, secretarial and administrative work or experience of equivalent nature.

Work Experience

At least Two years experience in a non-government organization, preferably dealing with the urban poor. Work must involve bookkeeping and accounting, administrative or secretarial work. Familiarity with standard accounting procedures required by international funder is an advantage.

Languages

Fluency in Pilipino and English with excellent drafting ability essential.

TAO-Pilipinas strongly encourages applications from **qualified women candidates only**. English and Tagalog are the two working languages of TAO-Pilipinas. TAO-Pilipinas is a non-smoking environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

How to apply

All applicants are strongly encouraged to apply as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Applications may be sent through email or fax. Include the Vacancy Announcement Number **A/F-001-2008** in the subject heading.

Applicants must submit the following documents:

1. Application Letter
2. Curriculum Vitae
3. Two (2) recommendation letters from former employers or professors.
4. Include preferred salary.

Applications will be acknowledged where an e-mail address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received.

Only short listed candidates shall be notified within 15 days after the deadline.

E-mail: tao_phil@yahoo.com, info@tao-pilipinas.org, nethzmsalvan@yahoo.com

Tel/Fax: (632) 9269504