

**Job Title:** Cashier / Admin and Finance Assistant

**Salary:** 18,000 Gross Monthly

**Organization Overview:**

ECPAT Philippines is a leading non-profit organization dedicated to the protection of children against all forms of sexual exploitation. Through advocacy, research, and community empowerment, we work tirelessly to create a world where every child can grow up in a safe and nurturing environment. Join us in our mission to end the commercial sexual exploitation of children and build a brighter future for the next generation.

**Job Description:**

As a Cashier / Admin and Finance Assistant at ECPAT Philippines, you will play a vital role in supporting the organization's financial operations and administrative functions. Your meticulous attention to detail and commitment to accuracy will ensure the efficient management of financial transactions and administrative tasks, allowing us to focus on our core mission of protecting children.

**Cashier / Admin and Finance Assistant**

- Preparation of Semi-Monthly Pay slip;
- Preparation Check and Check Voucher;
- Check the financial documents in the Liquidation and Reimbursement and recommend proper charging based on the approved budget;
- Issue Official Receipts to the Donor;
- Preparation of Canvass and Quotation Summary Report;
- Purchase of Office Supplies and Equipment;
- Monthly Inventory of Supplies;
- Bank Transactions (Deposit, Withdrawal, and Update ECPAT bank accounts);
- Monitor leaves credit of ECPAT Staff (Vacation Leave, Sick Leave, and Offset);
- Purchase food for the meeting;
- Monitor check releases and outstanding balances;
- Preparation and submission of Compensation Tax, Expanded Withholding Tax, Home Development Mutual Fund, and Philippine Health Insurance and SSS;
- Custodian of Petty Cash Fund
- Payment of Bills (Electricity, Water, Communication)
- Filling of Contracts, Certificates, Leaves, Pay slips, and Licenses of ECPAT employees to 201 files.
- Filing of Funding Agreements or Contracts, Approved Budget, and other policies of the Funding Agencies;
- Filling of Board Resolutions
- Assists the Finance officer with scanning, photocopying, notary, and other admin concerns;
- Payroll master bi-monthly
- Stamp Paid all the Official Receipts and Financial Documents
- Filing of Business Permits and Registrations to SEC and DSWD
- 201 File of Employees
- Filing of Funding Agencies
- Maintain an office filing system and assist in archiving
- And Other Admin Tasks
- Perform other tasks and functions assigned by the Finance Officer.

**Core Competencies:**

- **Financial Management:** Proficient in handling financial transactions including payroll, procurement, and budget monitoring. Ability to prepare financial documents accurately such as pay slips, checks, and official receipts.
- **Administrative Efficiency:** Skilled in managing administrative tasks such as inventory maintenance, filing, and coordination of office supplies procurement. Capable of maintaining organized records and ensuring compliance with organizational policies.
- **Attention to Detail:** Meticulous in reviewing financial documents, ensuring accuracy in budget allocation and expense reporting. Maintains precision in tasks such as bank transactions, petty cash management, and bill payments.

- **Team Collaboration:** Demonstrated ability to work collaboratively within cross-functional teams, providing support and contributing to collective goals. Exhibits a cooperative attitude and willingness to assist colleagues as needed.
- **Problem-Solving Aptitude:** Possesses strong problem-solving skills, able to identify issues, analyze root causes, and implement effective solutions. Demonstrates resourcefulness in resolving financial discrepancies and addressing administrative challenges.
- **Ethical Standards:** Upholds high ethical standards in financial management and administrative duties, ensuring compliance with relevant regulations and maintaining confidentiality of sensitive information.
- **Technical Proficiency:** Proficient in using Microsoft Office suite and accounting software, with the ability to adapt to new technologies and systems. Skilled in utilizing software for payroll processing, financial reporting, and document management.

**Education and Experience:**

- **Education:** Bachelor’s degree in Finance, Accounting, Business Administration, or a related field.
- **Experience:** Minimum of 2 years of relevant experience in finance, accounting, or administrative roles, preferably in a non-profit or similar organization.

*ECPAT Philippines is a dedicated child rights organization committed to safeguarding and promoting the well-being of all children. We have a comprehensive Child Protection Policy in place that outlines our commitment to creating a safe environment for children and preventing any form of abuse or exploitation. This policy is integral to our operations, and all staff, volunteers, interns, partners, and subcontractors are required to strictly adhere to its guidelines, ensuring that the rights and dignity of every child are respected and upheld at all times.*

*ECPAT Philippines' vision and mission has a zero tolerance towards sexual exploitation and abuse and sexual harassment of beneficiaries. Protection from sexual exploitation and abuse, and sexual harassment is everyone’s responsibility, and all staff, volunteers, interns, partners, and sub contractors are required to adhere to the Code of Conduct that enshrines the principles of PSEAH at all times.*

**Application Deadline: July 22, 2024** (Please submit your CV and Letter of Intent to [admin@ecpat.org.ph](mailto:admin@ecpat.org.ph) addressed to the Executive Director, Ms. Ana Maria Dionela on or before the abovementioned date with subject APPLICATION: Cashier and Admin/Finance Assistant)