

	Position Description Manual
Department: Finance – AP, Treasury	Position Title: Finance Assistant
Effective Date:	Revision No.:

I. REASON FOR EXISTENCE

Provide support to operation and administration by ensuring that a sufficient amount of fund is available for cash disbursements at all times and to process and release checks to suppliers and service providers based on the agreed terms.

II. DUTIES AND RESPONSIBILITIES

1. Process and release payment by preparing check or cash vouchers with complete attachments and approved signatories based on policies and procedures so as to augment operating expenses and pay suppliers based on agreed terms.
2. Maintain the petty cash fund by following the imprest system and making regular replenishment so that the fund will not be depleted.
3. Secure the petty cash fund by placing the cash box inside the vault/cabinet at the end of the day or before leaving the office to ensure safety of the fund.
4. Validate all invoices billed by suppliers by coordinating with operations team if charges were incurred for the period and correct rates were applied to ensure that transactions are legitimate before processing the payment.
5. Prepare and calculate Gross Profit analysis to support payment to suppliers by considering costs related to each transaction to show profitability.
6. Monitor Accounts Payable per supplier by maintaining updated subsidiary ledgers and reconciling with suppliers' Statement of Accounts against summary of payment at least once a month to ensure all expenses are booked and accrued on time.

7. Recommend process improvement by giving suggestions on how to hasten and improve current practices to be more efficient and effective in conducting the job.
8. Perform other functions that may be assigned by the management from time to time.

III. QUALIFICATIONS

1. Graduate of any Finance related four (4) year course.
2. Organizing skills
3. Proficient in both oral and written communication
4. Computer literate, knowledgeable in office application suite
5. Good interpersonal skills
6. Proficient in problem solving
7. Systematic and detailed oriented

Prepared by: Maria Roselyn T. Miranda	Reviewed by:	Noted by: Chabio T. Sison SVP-Shared Services CFO/CRO	Approved by: Efren E. Uy President & CEO
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