	<b>Finance Assistant</b>  <b>Job Description</b>		<b>Document Number:</b>  JD-FIN-03.05
	<b>Department:</b> Finance- AP Treasury	<b>Effective Date:</b> May 22, 2017	<b>Revision No</b> 1

## 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 revolving fund by following the impress system and making regular replenishment so that the fund will not be depleted.
3. Secure the revolving fund by placing the cash box inside the vault/cabinet after 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. 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.

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

### III Minimum 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

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