



**JOB POSTING**  
**FINANCE AND ADMIN STAFF**  
**PASSERELLES NUMERIQUES PHILIPPINES**

Organization	Passerelles numériques
Reporting to	Admin. and Finance Manager
Status	Regular Employment
Project	Passerelles numériques Philippines
Start date/duration	ASAP
Location	Cebu City, Philippines

## 1. BACKGROUND

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Passerelles numériques (PN), a non-profit organization, is dedicated to enabling highly disadvantaged youths, through their abilities and their commitment, to access education and vocational training, in the sector of Information Technology. We work to build strong employability which will allow them and their families to sustainably escape poverty, and contribute to the social and economic development of their countries.

Established in Cambodia, the Philippines and Vietnam, Passerelles numériques currently trains around 500 students and employs around 100 people based in these three countries including a small team in France.

Passerelles numériques relies on the financial and skills sponsorship of several corporate partners such as Accenture, Econocom and Microsoft and also receives support from individual donors.

In the Philippines, Passerelles numériques started its mission in 2009, with a training center based in Cebu, in the central region of the Visayas. PN Philippines offers a two years and a half vocational training program for young people from underserved backgrounds.

Website: <https://www.passerellesnumeriques.org/en>  
<https://www.passerellesnumeriques.org/en/our-actions/philippines/>

## 2. CONTEXT AND MISSION

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Passerelles numériques Philippines (PNP) was created 11 years ago with students ranging from 150-200 each year supported by around 30 employees under the overall supervision of the PN Philippines country director.

The Financial and Administrative team is responsible for sound financial and administrative processes, legal, purchase, maintenance, as well as keeping the Passerelles numériques Philippines accounts accurately.



Reporting to the Administration and Finance Manager of PN Philippines, the Finance Staff is in charge of all financial and administrative related matters.

### **3. DUTIES AND RESPONSIBILITIES**

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#### **FINANCE**

##### **Financial Operations**

Every task related to the cash movement with the cashiering and handling Petty Cash Fund and all other cash handled.

- Ensure that all accounting transactions in the Petty Cash are all recorded, scanned and handled properly
- Follow-up payments, cash advances, cash receivables, payables etc.
- Perform monthly accounting Petty cash closing operations and related controls
- Verify, allocate and post details of Petty Cash transactions at Petty Cash Book, journals or computer files from documents such as sales slips, invoices and receipts, acknowledgment receipts etc.
- Check and reconcile accounts with the finance manager the monthly-end balances of the Petty Cash Fund and other cash like Cebu Safe
- Help in booking all accounting entries in the organization's software (Quickbooks) and all financial audit and requirements
- Cooperate with the Finance Manager by performing any other accounting duties when asked to do so

##### **Inventory and Administrative Management**

- Be able to update the Petty Cash files, supporting reports and justifications and make the necessary calculation on all transactions are well, organized and correct
- Encode and compile reports to show statistics
- Prepares statement of account/ Invoices for students' DTS allowances
- Computation and preparation of transmittals for the processing of students' DTS allowances
- Monitor and collect the payments from partner companies and donations
- Issuance of official receipts of grants, donations, student support, payment and etc.
- Cooperate with the Country Director by performing any admin. and finance tasks or other duties when asked to do so

#### **ADMIN**

##### **Administrative Tasks**

- Organize all of the administrative documentations and proper archive of PN reports.
- Organize and maintain a filing system of all the admin files.
- Process and follow-up of document requirements from other government agencies on time regularly.
- In-charge of the preparations and processing of PN's applications for PCNC accreditation and Tax exemption and compliance to some government agencies, including the yearly government compliance like : Mayor's Permit, Fire and



Sanitary certifications, BIR Annual Registration, SEC reportorial requirements, Structural Soundness Certificate, etc.

- Minutes of the Staff Meetings, Board Meetings etc.
- Cooperate and provide support to the Finance & Admin Manager by performing any administrative task or other duties when asked to do so.
- Authorized representative to receive the students parents counterpart and/ or allowance of students from their parents.

### **Purchases and Maintenance Tasks**

- Purchase monthly office supplies, maintenance supplies, and other needed supplies of the organization.
- In-charge to plan and purchase the weekly student food based on the budget and students' Menu.
- Monitor, follow-up and organize all repairs and maintenance requirements and needs in the office including fire compliance equipment and materials and sanitary requirements.

## **4. SKILLS AND EXPERIENCE**

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- EDUCATION
  - Bachelor's degree in Business : Accounting, Business Administration, or equivalent
- PROFESSIONAL EXPERIENCE
  - At least 2 years experience in an office administration role in a corporate or non-profit organization
- SKILLS
  - Knowledge on Quickbooks online software is an advantage
  - Proficient in Microsoft Office : Excel, Word, Powerpoint and google tools
  - Willing to work in an NGO set-up
  - Very good organizational skills
  - Very good interpersonal and communication skills (both oral and written)
  - Strong work ethics
  - Able to adapt to a dynamic and multi-cultural environment
  - Can work with less supervision, with initiative, rigorous and can take up new challenges
- LANGUAGES
  - Good English written and speaking skills is a plus

## **5. STATUS AND CONDITIONS**

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- Regular Contract
- Bonus linked to the performance



**Passerelles  
Numériques**  
*A Gateway for Life*

**Passerelles numériques Philippines**

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[www.passerellesnumeriques.org](http://www.passerellesnumeriques.org)

- Committed to work in an NGO set-up
- Can work in multicultural and dynamic environment

## **6. HOW TO APPLY**

To apply, please send your CV and cover letter in English to the attention of **Jeanne Salve** at [jobs.ph@passerellesnumeriques.org](mailto:jobs.ph@passerellesnumeriques.org)