



## Migrant Forum in Asia (MFA)

25 Matiyaga Street, Central District, Diliman, Quezon City 1100, Philippines  
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Position: Project-based Finance Assistant  
Location: Quezon City, Metro Manila, Philippines  
Deadline for application: 15 November 2021

### ABOUT THE ORGANIZATION

Migrant Forum in Asia (MFA) is a regional membership network of non-governmental organisations, associations, trade unions and advocates, working together to promote the protection and rights of migrant workers. MFA was conceived in 1990 in a meeting of migrant workers' advocates in Hong Kong and was formally established in 1994 in a forum held in Taiwan, entitled 'Living and Working Together with Migrants in Asia'. The network acts as a regional information facilitator and coordinator between member organisations and advocates. It organises concerted action to address discriminatory laws and policies, violence against women migrants, unjust living conditions, unemployment in origin countries and other issues affecting migrant workers.

The network currently has members in 17 countries in Asia (Sri Lanka, Bangladesh, India, Nepal, Israel, Philippines, Thailand, Indonesia, Cambodia, Malaysia, Singapore, Burma, Hong Kong SAR, Taiwan, Japan, Korea and Mongolia). MFA has also established strong partnerships and linkages with organizations and individual migrants' rights activists in the West Asia region.

### DUTIES AND RESPONSIBILITIES

1. Prepare, examine, and analyze accounting records and financial reports to assess accuracy, completeness, and conformity to reporting and procedural standards.
2. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes.
3. Report to management regarding the finances of the specific project as well as subsidiaries on cash accounts, accounts receivable, advances receivable, accounts payable, due to/from accounts, monthly bank reconciliation, depreciation schedule, etc.
4. Develop, implement, modify and document record keeping and accounting systems, making use of current computer technology.
5. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
6. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.
7. Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements both manual and e-reports.
8. Prepare financial reports as required by the donor.
9. Prepare audit requirements as required by the donor.
10. Report to the Finance Officer.

## Qualifications and Selection Criteria

- 1) Candidate must possess at least a Bachelor's/College Degree in Finance/Accounting/Banking or equivalent
- 2) Preferably 1-2 years accounting experience specializing in Finance - General/Cost Accounting, Taxation or equivalent but fresh graduates are encouraged to apply.
- 3) Must be well-versed / familiar in all aspects of accounting such as, auditing, cost accounting, general and financial accounting & bookkeeping. Familiar to the Philippine and International Standards of Financial Reporting.
- 4) Can handle overall accounting cycle, with good analytical skills and sense of organizing, high-level computer literacy. Knowledge in MS word/Excel/PowerPoint, accounting software such as Tally or its equivalent
- 5) Can work with minimal supervision and must be willing to work flexible hours with some weekends. Previous experience in an NGO environment is an asset.
- 6) Applicants must be willing to work in QUEZON CITY. *However, due to the pandemic, successful applicant will only be required to report to the office at least twice a week.*
- 7) 1 Full-Time position available and for immediate hiring.
- 8) Please note that this is a project-based position. The project is expected to end by December 2023. The organization will decide depending on the availability of the funds if the position will be absorbed after the contract period.

MFA considers all applicants for employment without regard to race, sex, national origin, religion, sexual orientation, age, marital status, or disability.

## Application Procedure

Please send your resume and letter of intent to MFA by e-mail: [mfa@mfasia.org](mailto:mfa@mfasia.org) . Please address your letters to Mr. William Gois, MFA regional coordinator. The deadline for sending applications is on 15 November 2021.

Shortlisted candidates will be contacted for interview at the MFA Office in Quezon City.