



## Migrant Forum in Asia (MFA)

25 Matiyaga Street, Central District, Diliman, Quezon City 1100, Philippines  
Tel: (632) 277 94 84 ; E-mail: [mfa@mfasia.org](mailto:mfa@mfasia.org) • Web: [www.mfasia.org](http://www.mfasia.org)

Position: Finance Officer  
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. Finance and Accounting

- Oversee all finance and accounting functions including budgeting; asset management; cash flow analysis and management; payroll; management reporting; financial, variance and accounts analysis in accordance with generally accepted accounting principles, financial policies and procedures and all other applicable laws, rules and guidelines.
- Prepare, coordinate and monitor office budgets
- Ensure that internal financial and administrative procedures are compatible with prevailing laws
- Review and maintain internal controls
- Ensure statutory and internal reporting requirements are met so that the Regional Coordinator and Executive Committee have adequate information for decision making
- Ensure that annual financial statements are audited, as required by local laws
- Tax matters and tax returns
- Implement accounting and other software for developing MIS

#### 2. Office Administration

- To supervise and ensure all the administrative activities that facilitate the smooth running of the organization

### 3. Decision-making authority

- overall accounting system
- development of internal financial management system
- office management
- budget decisions within set budget

### 4. Others

- To liaise with government agencies e.g. SEC, BIR, SSS, Pag-ibig and Philhealth, whenever needed.

## Qualifications and Selection Criteria

- 1) Candidate must possess at least a Bachelor's/College Degree in Finance/Accounting/Banking or equivalent.
- 2) Preferably with 1-4 years accounting experience specializing in Finance - General/Cost Accounting, Taxation or equivalent. NGO experience is a plus.
- 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.

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.