

Position: Operations Manager

Company Overview

The Philippine Development Foundation (PhilDev) is a non-profit organization that aims to alleviate poverty in the Philippines. We believe that we can achieve this by focusing on technology-based education, innovation, and entrepreneurship. We partner with government, academe, development agencies and the private sector to build strategies that address specific gaps in the ecosystem.

PhilDev aims to alleviate poverty by creating equal access to opportunities in the areas of education, innovation, and entrepreneurship for our future generations. We strive to enable the success of all Filipino and unlock our global combined power through meaningful connections and initiatives. We can make an impact by removing obstacles to paths forward and sparking possibilities where there were none.

www.phildev.org

Location: Ortigas, Pasig City/ Hybrid	Contract Type: Full-time assignment	Reporting to: Executive Director
Salary Range: To be negotiated	Contract Term: Permanent	Benefits: HMO Communications Allowance

Purpose and Responsibilities of the Role:

The Operations Manager, is responsible for overseeing all aspects of an organizational finance and admin role, including hiring staff, managing the budget, and compliance process.

S/He is expected to supervise a wide range of finance matters in relation to PhilDev Foundation’s programs. S/He will be responsible for the delivery and overall compliance of internal and external requirements. S/He will supervise officers and inform management on all significant information and details that may affect the organization.

A successful Operations Manager must have broad knowledge of PFRS Principle, Internal Control Principle, and DOLE policies. They must have a strategic mindset, as well as be able to lead and develop their subordinates.

<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Oversee overall financial management, planning, systems and controls. • Management of organization’s budget in coordination with the Executive Director. • Support Program Directors in development of program budgets. • Monitor Cash Position • Accounting capability with limited outsourced financial support. • Invoicing to funding sources, including calculation of completed units of service. • Payroll management, including tabulation of accrued employee benefits. • Checking and Approval of Disbursement of agency expenses. • Organization of fiscal documents. • Regular meetings with Executive Director around fiscal planning. • Manage and increase the effectiveness and efficiency of Support Services (HR, Admin and 	<p><u>Skills / Qualifications:</u></p> <ul style="list-style-type: none"> • Proven experience in a managerial position • Thorough understanding of financial statements • Excellent Knowledge of performance evaluation techniques and key metrics • Outstanding knowledge of data analysis, reporting and budgeting • Working knowledge of MS office and program management software • A business acumen with a strategic ability • Excellent organizational and leadership skills • An analytical mindset with great problem-solving abilities • Excellent communication skills • CPA or MBA is preferable
---	---

<p>Finance), through improvements to each function as well as coordination and communication between supports and program functions.</p> <ul style="list-style-type: none">• Supervise and coach Administration and Accounting personnel on a weekly basis.• Make recommendations on staffing requirements. Initiate search for new hires and interns upon approval from ED.• Improve the operational systems, processes and policies in support of the organization's mission; specifically, creating systems, reports and policies to enhance clarity within the organization.• Play a significant role in long-term planning, including an initiative geared toward operational excellence.• Organizational Effectiveness• Risk Management• Work with auditor and compiler• Work on payment and remittance to Mandatories• Monitor the Program and Admin LOE• Monitor the leave credits• Process Bank Transactions• Compute and process Payroll• Check and manage Quickbooks	
---	--