

# ROLE PURPOSE



**Role Title:** Finance Officer–  
Accounts Payable

**Division:** Business  
Operations

**Location:** Remote  
(Philippines Or  
Vietnam)

**Date:** May 2025

**Employment type:** Full-time,  
Permanent

**Reports to:** Team Leader,  
Payment Services- Global

**Number of direct  
reports:** 0

**Leadership Band:**  
Leads Self

## Purpose of the role:

**The Finance Officer – Accounts Payable** is responsible for ensuring the accurate, timely, and compliant processing of financial transactions within the Payment Services Team. This role plays a critical part in the end-to-end payable function by verifying and processing invoices, managing payments to vendors, employees, and partners, maintaining vendor records, and performing account reconciliations. The Finance Officer will also support month-end financial close activities, handle payroll, and contribute to maintaining high standards of financial compliance, internal controls, and audit readiness.

The **Finance Officer** will own the outcomes of:

1. Processing and verifying invoices by accurately matching purchase orders and receipts.
2. Preparing and executing timely payments through appropriate channels such as bank transfers or checks.
3. Maintaining accurate and up-to-date vendor records, addressing vendor inquiries professionally and promptly.
4. Performing regular reconciliations of accounts payable ledgers and supporting month-end closing activities.
5. Ensuring adherence to internal financial controls, accounting policies, and audit requirements.
6. This role contributes to strengthening operational efficiency and integrity in financial processing, supporting the Foundation's broader goal of delivering impactful programs through strong financial stewardship.
7. Other tasks as requested by your manager

## Our Capabilities:

**As a member of The Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



## Essential Experience:

- A degree in accounting, finance, or a related field.
- Minimum 10 years of experience working in an international organisation in a complex working environment.
- Extensive experience in processing payments in multiple currencies and dealing with various foreign exchange (FX) providers.
- Proven experience working in remote teams across different time zones, cultures, and languages.
- Strong attention to detail, time management, and problem-solving skills.
- Familiarity with accounting systems (e.g., SunSystems, SAP, MS Dynamics, Oracle) and Microsoft Excel.
- Demonstrated ability to work collaboratively in a virtual, multicultural team environment.
- Experience working in an NGO, INGO, or global finance function is desirable.
- Demonstrated experience processing payroll and liaising with key stakeholders to resolve any issues
- Demonstrated experience contributing to procurement and contract management transactions and payment processes
- Demonstrated experience managing transactions across multiple technology solutions
- An understanding of and adherence to confidentiality requirements.

## Skills:

## Desirable Experience:

<ul style="list-style-type: none"> <li>• Exceptional attention to detail and the tenacity to drive things through to completion.</li> <li>• Excellent organisational skills along with being proficient in multi-tasking.</li> <li>• Ability to work independently with limited supervision, and as part of a global team.</li> <li>• Excellent verbal and written communication skills and demonstrated ability to communicate effectively at all levels within and across a complex global organisation.</li> <li>• Ability to prioritize tasks effectively in a fast-paced environment with shifting demands and conflicting deadlines.</li> <li>• The ability to think in cross-functional concepts across a multi-cultural environment.</li> <li>• A commitment to quality customer care and the ability to build and manage strong internal and external business relationships.</li> <li>• A 'can do' attitude, initiative and a solution-focused approach.</li> <li>• Strong project management and problem-solving skills.</li> <li>• Proficiency in Microsoft Office Suite.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest to work with an international NGO specialising in the eye-healthcare sector.</li> <li>• Prior experience of working in a global and complex organisation.</li> <li>• Processing payroll through SAP SuccessFactors or similar</li> <li>• Utilising Concur, SUN system, iPOS,SAP,MS Dynamics, Oracle or similar to undertake transactional cycle or procure to pay</li> <li>• Extensive experience in processing payments in multiple currencies and dealing with various foreign exchange (FX) providers.</li> <li>•</li> </ul>
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**Qualifications:**

Relevant experience in a similar role

**The position involves:**

This position is not recognised as having "Contact with Children" either direct or indirect.

This position does not involve "Working with Children" either direct or indirect.

**Travel:**

Not Required

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.