

Job Ad for SENIOR FINANCE MANAGER

Alliance Française de Manille (AFM)

Alliance Française de Manille, a non-stock organization established in 1920, is dedicated to the promotion of French language and culture within the Philippines. As one of the oldest foreign cultural institutions in Manila, we are currently seeking a **Senior Finance Manager** to oversee the organization's finance operations and supervise the finance team. Reporting directly to the Executive Director, the role combines operational finance management, financial reporting, budgeting, internal controls, and compliance oversight.

FULL JOB DESCRIPTION

Position Summary

The Senior Finance Manager will oversee the organization's finance operations and supervise the existing finance team. Reporting directly to the Executive Director, the role combines operational finance management, financial reporting, budgeting, internal controls, compliance oversight, and process improvement.

The successful candidate will play a key role in strengthening financial governance, modernizing procedures and SOPs, and supporting management decision-making within a mission-driven educational and cultural institution.

Key Responsibilities

Financial Management & Reporting

- Oversee the day-to-day finance and accounting operations of the organization
- Review accounting records, reconciliations, and financial transactions
- Prepare accurate and timely monthly, quarterly, and annual financial reports
- Present financial analyses and reports to the Executive Director
- Monitor cash flow and financial performance

Budgeting & Forecasting

- Lead the annual budgeting process
- Prepare financial forecasts and variance analyses
- Support department managers in budget planning and monitoring
- Provide financial insights to support operational and strategic decisions

Internal Controls & Process Improvement

- Strengthen and modernize internal controls and financial procedures
- Develop, implement, and document finance SOPs
- Improve reporting workflows and finance processes
- Ensure proper segregation of duties and compliance practices

Compliance & Audit Coordination

- Supervise finance compliance activities, including tax filings and statutory requirements
- Coordinate with external auditors, accountants, and government agencies as needed
- Ensure compliance with Philippine accounting and regulatory standards applicable to non-stock, non-profit organizations

Team Leadership

- Supervise and support the existing finance team
- Provide guidance, structure, and process oversight
- Foster a collaborative and professional working environment

Grant & Funding Reporting

- Support financial reporting requirements related to embassy and foundation funding
 - Ensure proper tracking and documentation of restricted funds and project expenses
-

Qualifications

- Certified Public Accountant (CPA)
- Minimum of 5 years of relevant finance and accounting experience
- Strong knowledge of accounting principles, budgeting, financial reporting, and internal controls
- Experience supervising finance or accounting staff
- Strong organizational and analytical skills
- Ability to work independently and maintain high attention to detail
- Professional communication skills in English
- Proficiency in Microsoft Excel, Google Workspace and accounting systems

Preferred Qualities

- Structured and process-oriented approach
 - Hands-on leadership style
 - Ability to operate in a mission-driven, multicultural environment
 - Interest in education, culture, and non-profit work
-

Work Location

- Full-time onsite position in Makati City, Philippines
-

Benefits

- 13th Month Pay
 - HMO Coverage upon regularization
 - Cultural and international working environment
 - Opportunities for language learning and professional growth
-

How to Apply

Interested candidates should email their **Resume/CV** and **Cover Letter** addressed to the HR and Admin Manager, **Mr. Jay VALIENTE**, to:

recruitment@alliance.ph

[IMPORTANT] A successful candidate is expected to start as soon as possible. Only shortlisted candidates will be contacted.