

Job Ad for SENIOR FINANCE MANAGER

Alliance Française de Manille (AFM)

We are a Philippine non-stock, non-profit educational and cultural institution dedicated to the promotion of the French language and culture. Our activities include French language instruction at our premises, as well as programs delivered in schools, universities, and private companies. We also organize cultural and educational activities, provide translation services, and operate a small restaurant serving our team, students, and members.

We are looking for a **Senior Finance Manager** to join our existing finance team and contribute to the continued professionalization and development of our financial operations.

FULL JOB DESCRIPTION

Position Summary

The Senior Finance Manager will play a key role in the day-to-day management of the organization's finance function, working closely with the existing Finance Manager.

Reporting to the Executive Director, the Senior Finance Manager will provide operational leadership across accounting, financial reporting, budgeting, forecasting, internal controls, compliance, and financial procedures.

The Senior Finance Manager will provide overall coordination and leadership of the finance function, working closely with the existing Senior Finance Manager bringing additional expertise, structure, and capacity to the department.

Responsibilities will be allocated according to the respective expertise and experience of the finance team members, while maintaining clear accountability and reporting lines. The role will suit an experienced accounting professional who is **hands-on, structured, analytical, and comfortable working in a small organization where both operational execution and process improvement are important.**

Key Responsibilities

Accounting & Day-to-Day Finance Operations

- Oversee and participate in the day-to-day accounting and finance activities of the organization.
- Review accounting entries, reconciliations, supporting documentation, and financial transactions.

- Ensure that accounts are maintained accurately and on a timely basis.
- Support the month-end and year-end closing processes.
- Monitor accounts payable, receivables, cash position, and other routine finance activities.
- Work closely with the existing Finance Manager to ensure smooth and efficient finance operations.

Financial Reporting & Management Information

- Prepare and review monthly, quarterly, and annual financial reports.
- Provide clear financial information and analysis to the Executive Director.
- Monitor actual performance against budget.
- Identify significant variances, financial risks, and areas requiring management attention.
- Develop practical management reports that support decision-making.

Budgeting & Forecasting

- Coordinate the annual budgeting process with management and relevant departments.
- Prepare and maintain financial forecasts.
- Monitor budget utilization throughout the year.
- Analyze budget versus actual performance and provide explanations and recommendations.
- Support management in evaluating the financial implications of activities and projects.

Internal Controls & Financial Policies

- Review the organization's existing financial controls and procedures.
- Identify weaknesses, risks, and opportunities for improvement.
- Strengthen controls relating to payments, cash management, accounting, documentation, and approvals.
- Help establish appropriate segregation of duties and authorization procedures.
- Develop and update financial policies and procedures in collaboration with management.

Modernization of Finance Processes & SOPs

A key objective of the position will be to help modernize the finance function.

The Senior Finance Manager will:

- Review existing finance processes and workflows.
- Simplify and improve procedures where appropriate.
- Develop clear and practical Standard Operating Procedures (SOPs).
- Introduce more efficient reporting and documentation practices.
- Identify opportunities to reduce manual work and improve the reliability of financial information.

- Ensure that improvements are implemented progressively and are appropriate for the organization's size and resources.

Compliance, Audit & Funding Reports

- Oversee the timely preparation of financial information required for statutory compliance.
- Work closely with the existing Finance Manager on tax and regulatory requirements.
- Coordinate with external auditors and other professional advisers as required.
- Support financial reporting requirements related to embassy and foundation funding.
- Ensure appropriate financial documentation and records are maintained.

Team Collaboration & Leadership

- Work side by side with the existing Finance Manager and finance team.
 - Provide guidance, support, and technical leadership to finance staff.
 - Establish clear responsibilities, priorities, and deadlines within the finance function.
 - Encourage a collaborative and professional working environment.
 - Share knowledge and develop the capabilities of the existing team.
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Qualifications

Required

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum **5 years of relevant professional experience**.
- Strong accounting and financial reporting knowledge.
- Practical experience in budgeting, forecasting, and financial analysis.
- Good understanding of internal controls and financial procedures.
- Experience in developing or improving accounting processes and SOPs.
- Experience working with accounting software and Microsoft Excel.
- Strong organizational and analytical skills.
- Excellent written and spoken English.
- Ability to work independently while collaborating effectively with a small team.
- Willingness to work **full-time onsite in Manila**.

Preferred

- Experience supervising or mentoring accounting/finance staff.
- Experience in a non-profit, educational, cultural, or service-oriented organization.
- Familiarity with Philippine tax and regulatory requirements.
- Experience working with organizations receiving grants or institutional funding.

CPA qualification is not required.

Personal Qualities

We are looking for someone who is:

- **Structured and organized**

- Detail-oriented without losing sight of the bigger picture
- Hands-on and willing to work with the team on day-to-day matters
- Analytical and solution-oriented
- Reliable and discreet when handling financial information
- Comfortable establishing structure and improving existing processes
- Collaborative rather than hierarchical in approach
- Able to communicate clearly with both finance and non-finance colleagues
- Interested in working within an educational and cultural environment

Working Environment

The successful candidate will join a multicultural organization where finance plays an important role in supporting educational and cultural activities.

The position offers the opportunity to have a **direct and visible impact on the professionalization of the organization's financial operations**, while working closely with management and an established finance team.

Work Location

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

- 13th Month Pay
 - HMO
 - Cultural and international working environment
 - Opportunities for language learning
 - Opportunities for professional development
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How to Apply

Interested candidates are invited to submit their CV and a cover letter explaining their interest in the position and relevant experience.

Please send applications to **recruitment@alliance.ph** with the subject line: **Application – Senior Finance Manager**.