

About Villgro

Villgro Philippines is an early-stage impact incubator and investor. We inspire, fund, mentor and nurture early-stage enterprises that are building innovative solutions to impact the lives of the poor. We partner with like-minded foundations, companies, and governments to launch initiatives that connect those working on the same problem and help them scale up. We believe in deep collaborations to build a robust ecosystem for enterprises in the Philippines and Southeast Asia.

Villgro Philippines is a gender smart incubator, composed of a team of feminists and gender equality champions. The Villgro team is close knit - we are deeply committed to the entrepreneurs we support. Everyone on our team is passionate and driven to contribute to lasting social and environmental impact. Each member of the team plays an important role in the Villgro ecosystem. And we want everyone to grow both personally and professionally. We are looking for individuals who are open minded and energetic to take on the challenges of building an inclusive impact ecosystem.

Accountant

The Finance and Accounting Manager will provide integral support to the organization to deliver its multiple innovation accelerator programs with impact entrepreneurs in the Philippines.

The Finance and Accounting Manager's responsibilities include:

- Work closely with the Head of Finance and Operations in managing the company's finances
- Work closely with the Admin and Finance Associate on clerical finance tasks and procurement
- Manage the accounting software of the company and maintain the books and ledger of the company
- Implement and improve accounting systems and control procedures
- Check financial transactions and documents
- Process payroll computation
- Handle monthly, quarterly and annual closings, inclusive of account reconciliations and posting of journal entries
- Prepare monthly, quarterly, and annual financial reports
- Prepare and file monthly, quarterly, and annual BIR tax returns in a timely manner
- Prepare and file audited financial statements and provide assistance to external auditors
- Provide assistance to entrepreneurs and enterprises in ongoing programs
- As a small team, we wear multiple hats and you should expect to support colleagues on specific activities when someone needs support or has an emergency.

Qualifications:

- Bachelor's degree in accountancy or any related field
- Preferably a Certified Public Accountant
- Preferably with 3 to 5 years of working experience and with experience in an auditing firm
- Work experience in a startup is a plus
- Proficiency in QuickBooks Online is a plus
- Must be detail oriented and highly organized
- Able to handle sensitive and confidential information
- Good analytical and problem-solving skills
- Effective oral and written communication skills and fluency in English and Filipino
- Adept in Google Suite, Microsoft Office, and virtual conferencing tools
- Purpose-driven independent worker and team player

Location and Schedule

You will work out of our designated offices in Makati City, Metro Manila. The Villgro team has flexible work schedules, you pick your own work timings, work remotely as needed, but typically the team tries to match our schedules at least a few days a week to organize meetings, etc.

Diversity, Equity, and Inclusion

At Villgro, diversity, equity and inclusion (DEI) are at the core of our work. We are intentional about ensuring that we welcome diverse perspectives and encourage ideas to be shared freely. Villgro Philippines is committed to DEI, offering a respectful workplace free from discrimination and harassment. We do not make assessments on the basis of sex, gender identity or expression, sexual orientation, national origin, age, disability, pregnancy, marital status, citizen status, or any other protected classification.

Application

Interested applicants may send their resume, portfolio, and cover letter to luan@villgrophilippines.org with the subject line **LastName_FirstName_VillgroPH_Finance and Accounting Manager**. We encourage applicants to be creative with their attachments - share with us who you are through a video, Tiktok, blog, or anything that will help us get to know you better.