

## JOB DESCRIPTION

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| <b>Job Title:</b> Finance Supervisor   | <b>Department/Unit:</b> Shared Services   |
| <b>Reports To:</b><br><br><i>Finance Manager</i><br><br><b>Supervises:</b> Finance Officers  | <b>Employment Status:</b><br><br><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part time <input type="checkbox"/> Project<br><br><input type="checkbox"/> Consultant <input type="checkbox"/> Others (Specify) _____ |
| <b>Job Level:</b> Supervisory  | <b>Work Location:</b> PLDT Finance Head Office & WFH during COVID-19 Pandemic   |
| General Description:<br><br>The Finance Supervisor will provide support to the Finance Manager of the Organization in the oversight and guidance of financial streams, and provide regular data as agreed to the PLDT Finance Head Office and other internal clients to support corporate reporting, policy development and the provision of advisory services.  |   |
| <b>Essential Functions:</b><br><br><ol style="list-style-type: none"> <li>1. Supervise financial and accounting processes</li> <li>2. Manage account payables and receivable activities in a timely manner</li> <li>3. Perform account reconciliation activities on periodic basis</li> <li>4. Update general ledger on a regular basis and ensure its accuracy and completeness</li> <li>5. Prepare financial reports</li> <li>6. Perform financial audit and prepare audit reports</li> <li>7. Lead the preparation of annual audits.</li> </ol> |   |
| <b>Educational Background/Work Experience (Minimum Requirements):</b><br><br><ol style="list-style-type: none"> <li>1. Bachelor's degree in Accountancy or Finance</li> <li>2. Must have at least five (5) years of work experience in Accounting/Finance</li> <li>3. Knowledgeable in SAP</li> <li>4. Knowledgeable in tax laws and mandatory government requirements (BIR, etc.)</li> </ol>  |   |
| <b>Other Skills/Qualifications:</b><br><br><ol style="list-style-type: none"> <li>1. Resilient/Adaptable</li> <li>2. Competent analytical and decision-making skills</li> <li>3. Output oriented</li> <li>4. Meticulous/strong attention to details</li> <li>5. Highly organized and above average record keeping skills</li> <li>6. Team player</li> <li>7. Strong written and verbal communication skills is a plus</li> <li>8. Computer literate and knowledgeable in basic MS Office and other applications</li> </ol>                         |   |
| <b>Approved by:</b><br><br>_____<br><br><b>Immediate Superior's Signature over Printed Name</b>  | <b>Conforme:</b><br><br>_____<br><br><b>Employee's Signature Over Printed Name</b>  |
| <b>Date:</b>   | <b>Date:</b>  |