Finance and Admin Specialist

Tus actividades

The Finance and Admin Specialist primarily supports the Finance Lead in the execution of Accounting, Tax compliance, Accounts payable, statutory reporting, and Finance administration activities. The role serves as the first level reviewer of invoices and supporting documents to ensure compliance with company policies and Philippine regulatory requirements.

In addition, the Finance and Admin Specialist supports the HR Lead in Recruitment coordination, Employee Engagement initiatives, Office administration, and general HR-related activities. The role ensures that Finance, HR, and Administrative processes are executed accurately, efficiently, and in compliance with applicable regulations and company policies.

1. Finance Operations

- Review vendor invoices, finance documents, and supporting documentation for completeness, accuracy, and compliance with company policies and regulatory requirements.
- Process accounting transactions, invoice postings, and payment-related activities in SAP.
- Review transactions for applicable tax requirements and assist in the preparation of tax reports, schedules, and statutory compliance requirements.
- Support monthly, quarterly, and annual tax compliance and statutory reporting requirements.
- Perform account reconciliations and support month-end and year-end closing activities.
- Maintain finance records and documentation in an organized and audit-ready manner.
- Coordinate with internal stakeholders, vendors, and external service providers on finance and compliance-related matters.
- Support internal audits, external audits, and tax examinations.

2. Administration and HR Operations

- Serve as the primary point of contact for general office administration and day-to-day office activities such as liaising with building administration, facilities management and adhoc personnel tasks (ie HR / Finance Inquiries)
- Coordinate Recruiting Activities including sourcing and screening of candidates' profiles, and interviews
- Assist on new hire requirements and onboarding
- Organize engagement activities such as Townhalls, Year end events
- Ensure compliance with the Occupational Safety and Health Act (OSHA) and other statutory policies of LGU

Job ID
REF98594K

Ubicación
Makati City

Nivel de liderazgo
Autoliderazgo

Flexibilidad laboral
Trabajo híbrido

Horario de trabajo
Tiempo completo

Unidad jurídica
Continental Tires Manila Business Services Inc.

Tu perfil

- Minimum 3-5 years of experience in Accounts Payable (AP), General Ledger (GL), Accounting, Tax Compliance, or Finance/Admin/HR operations
- Bachelor's degree in Accountancy (preferred), Accounting, Finance, or a related business course
- Stong working knowledge of Philippine tax regulations relevant to routine business transactions - VAT, EWT & etc.
- Experience in using SAP
- Experience in active recruitment and HR adminitrative activities.
- Self starter and shows potential in delivering results
- Willing to work during mid shift schedule
- Start-up experience is preferred

Lo que ofrecemos

- Hybrid work setup
- HMO upon hire
- Values-based culture
- Learning Opportunities

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Acerca de nosotros

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025, and the Continental team is made up of 92,653 employees at 336 locations for production, research and development, and administration in 54 countries and markets.

Today, we are one of the world's key suppliers for mobility. With the experience we have gained over 150 years and our expertise across the company, we will continue to set the technological benchmark and play a leading role in shaping the transformation in the automotive industry.

Continental Tires Manila Business Services Inc., an entity under the Continental group of companies, headquartered in Hannover, Germany, is a strategic shared services center offering centralized, standardized, and technology-enabled business support. It will perform back-office support services and business process outsource services such as, human resources, finance and accounting, procurement and supply chain administration, customer service, master data, compliance management and information technology, to its foreign operating entities situated outside of the Philippines, through knowledge-based

and computer-enabled technology. We collaborate with partners to deliver high-quality, end-to-end solutions that drive growth and transformation.