

Finance and Admin/HR Specialist

Jūsų užduotys

The Finance and Admin/HR 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 HR 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. Human Resources Operations

- 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

3. Administration

- 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)



Darbo ID
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Juridinis asmuo
**Continental Tires Manila
Business Services Inc.**

Reikalavimai

- 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
- Strong working knowledge of Philippine tax regulations relevant to routine business transactions - VAT, EWT & etc.
- Experience in using SAP
- Experience in active recruitment and HR administrative activities.
- Self starter and shows potential in delivering results
- Willing to work during mid shift schedule
- Start-up experience is preferred

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

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