ENVIRONMENTAL SCIENCE FOR SOCIAL CHANGE (ESSC)

Are you looking for meaningful work?

ESSC, a Jesuit research and training organization that works with communities, national and local governments, and business in natural resource management planning and implementation, is looking for people seeking meaningful work that responds to the social and ecological challenges today. For more information about ESSC, please visit https://essc.org.ph.

ESSC is looking for a

FINANCE ASSISTANT

The Finance Assistant provides support to the administration and operations of ESSC's Finance Unit in ensuring the efficient, timely, and transparent financial accountability and management of the Institute. It is a position of trust and confidence and requires entry-level knowledge of computer software and basic accounting.

Qualifications:

College graduate of either accounting, business administration, banking and finance, or other related courses
Minimum two years of work experience is an advantage
Excellent interpersonal, written, and verbal communication skills
Strong task and time management skills
Proficiency in MS Office or related software, knows the use of Excel and spreadsheets
Knowledge of and proficiency in Quickbooks is an advantage
Has meticulous attention to detail and is orderly and organized
Self-reliant, resourceful, with strong problem-solving skills
Ability to learn and adapt, including to shifting priorities and timelines
Confident and articulate in speaking and engaging with others, with a happy disposition

Location: ESSC-Quezon City Office (onsite reporting)

Qualified applicants should send their latest CV with cover letter to **essc.recruitment@gmail.com**