



FINANCE & ACCOUNTING MANAGER

About HOPE

HOPE, the Philippines' first certified B Corp, is an impact organization that has consistently been 'Best for the World.' 100% of its profits are invested in improving public school infrastructure, increasing livelihood opportunities, and enabling efforts that conserve the environment.

Launched in 2012, HOPE's mission was simple: to provide Filipinos with an easy way to vote with their peso about what was important to them. We put Education at the forefront of our movement, building much-needed public school classrooms through the sale of our flagship product, Hope in Bottle.

In 2014, HOPE branched out to livelihood opportunities through agricultural interventions with the overall goal of increasing income for smallholder coconut farmers. As of 2024, we are on track to planting 2 million coconut seedlings and we look to engage even more smallholder coconut farmers in Mindanao.

Not wanting to solve one problem by contributing to another, HOPE set an audacious goal of becoming the first Philippine brand to offset 100% of its plastic footprint, making sure we walk the talk towards a safer and cleaner planet. In the same year, HOPE also launched Aling Tindera, a waste-to-cash program that aims to divert plastic waste away from nature, provide incremental income to communities, encourage behavior change and educate the public about responsible plastic waste management.

All of these efforts come together to deliver on what we at HOPE promise – a movement leveraging the power of people to achieve great things Together.

Business for Good.

About the Role:

As our Finance and Accounting Manager, you will be reporting to the Executive Board, Chair and Founder. You will be leading the Accounting Department and will be responsible for the day-to-day financial and accounting operations of our growing company.

Key Responsibilities:

- Formulating strategic financial plans to support the company's long-term growth, including investments, funding strategies, and capital structure decisions.
- Leading, mentoring, and developing the finance team to enhance performance, ensuring staff members are highly motivated and performing at effective levels.

- Working closely with other department heads to understand their financial needs and challenges, and developing budgets and forecasts that support departmental objectives and company growth.
- Conducting comprehensive reviews of company operations to identify cost-saving opportunities and efficiency gains. Implementing strategies to optimize resource allocation and minimize waste without compromising product or service quality.
- Overseeing the preparation of annual budgets and financial forecasts, including profit & loss statements, cash flow projections, and balance sheets. Analyzing financial trends and performance against budgets to make informed recommendations for adjustments and reallocations as necessary.
- Managing the daily operations of the accounting department, including month and end-year process, accounts payable/receivable, cash receipts, general ledger, audit, payroll, utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations;
- Creating, monitoring, and analyzing accounting data and producing financial reports or statements;
- Presenting financial reports to the leadership team and providing recommendations;
- Establishing and enforcing proper accounting methods, policies, and principles; Improving our current accounting systems and procedures and initiating controls;
- Coordinating with our auditors and financial advisors;
- Creating regular financial reports to analyze performance and identify opportunities to improve business;
- Managing tax payments and reporting requirements to authorities and regulatory bodies, including the Bureau of Internal Revenue and the Security and Exchange Commission;
- Coordinating with our auditor and other financial advisors;
- Implementing appropriate policies and procedures to ensure the integrity of our finances;
- Conducting competitive and cost engineering activities.

Requirements:

- Candidates must have completed a Bachelor's Degree in Accounting, Finance, or any related courses;
- Must have a CPA license;
- Must have at least 3-5 years of work experience as an Accounting Manager or Supervisor with experience in all facets of accounting in FMCG or other highly transactional industries
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations
- Knowledgeable in financial reporting standards and practices
- High attention to detail and accuracy
- Must be amenable to a fully-onsite work arrangement based in Makati