



POSITION DESCRIPTION

Name:	Position Title: Financial Analyst
Department: Molecular Laboratory	Reports To: Head, Molecular Laboratory
Direct Reports:	Location: NHC
Purpose Statement	
The Finance Analyst is in-charge of ensuring timely and accurate reporting of financial information from all molecular laboratories. Regular monitoring and reporting of the status of the financial processes of the laboratories are the key purpose of this role.	
Key Result Area:	Duties and Responsibilities:
Data Gathering	<ul style="list-style-type: none"> Gather data on the finances, supply and inventory of the laboratories Ensure correctness of data gathered
Data Analysis	<ul style="list-style-type: none"> Analyze monthly expenditures and trends in expenses. Provide insights on trends and observations. Analyze cost of operations and provide support in the preparation of profit/loss analysis per laboratory
Reporting	<ul style="list-style-type: none"> Provide daily updates on the financial status per laboratory Prepare monthly reports on the laboratory status, particularly financial statements per laboratory Maintain a repository of data collected, reports submitted and other relevant information Perform other tasks as assigned
Qualifications/Minimum Education: Bachelor's Degree in business-related courses, preferably accounting and/management	
Personal Qualities:	Work Experience & Skills:
<ul style="list-style-type: none"> Excellent attention to detail Willing to work on extended hours Can follow instructions precisely Systematic and organized Can work independently with minimum supervision 	<ul style="list-style-type: none"> At least 2 years of experience Proficient in MS Office and G-suite applications. Excellent oral and written communication skills Customer service experience is a plus
Equipment Used: Computer/laptop, scanner, printer, copier, telephone and fax machine and video/digital camera.	Working Environment: Office Based.
Key Contacts:	
Core Values: Focused, Fast, Friendly, Flexible, Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date