



# Information Pack for the Role of

## **Accounting Assistant**

World Scout Bureau Asia-Pacific Support Centre,  
Makati City, Metro Manila, Philippines

August 2019



**SCOUTS**<sup>®</sup>  
Creating a Better World



## World Scouting

"The Mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society."

The **World Organization of the Scout Movement** (WOSM) is one of the largest youth organisations in the world. Scouting is a grassroots educational youth movement that is truly bottom-up in its structure and approach in engaging young people from all over the world.

World Scouting today is a confederation of 170 National Scout Organizations (NSOs) in a network of over 50 million Scouts in more than one million local community Scout groups. Some seven million members are volunteers who support the local activities, resulting in a huge multiplier effect.

Through peer-to-peer leadership supported by adults, each local Scout group embraces the same set of values illustrated in the Scout Promise and Law. Each of our 1.5 million local Scout groups follows a similar system of non-formal education suited to the unique aspects of their local community.

WOSM is an independent, worldwide, non-profit, and non-partisan organisation, which serves the Scout Movement through its NSO members. Its purpose is to promote unity and the understanding of Scouting's purpose and principles, while facilitating its expansion and development.

The **World Scout Bureau** (WSB) is the Secretariat of the World Organization. It comprises of 140 professional staff, based in nine support centres worldwide:

- Belgium, Brussels (Europe Support Centre)
- Egypt, Cairo (Arab Support Centre)
- Kenya, Nairobi (Africa Support Centre)
- Malaysia, Kuala Lumpur (Global Support Centre)
- Philippines, Makati City (Asia-Pacific Support Centre)
- Panama, Panama City (Interamerica Support Centre)
- Switzerland, Geneva (Global Support Centre)
- Switzerland, Geneva (Europe Support Centre)
- Ukraine, Kiev (Eurasia Support Centre)

## Accounting Assistant

Local hiring (Philippine nationals only)

**Reporting to:** Director, Administration and Finance  
**Location:** WSB Asia-Pacific Support Centre, Makati City, Metro Manila, Philippines  
**Duration:** Six months, may be renewed if required

### Overall purpose

Responsible for maintaining efficient and accurate financial transactions of the Asia-Pacific Support Centre

### Role description

#### Key responsibilities

- Handle cash receipts and bank transactions
- Prepare vouchers, checks, and remittances
- Monitor cash flow and bank transactions
- Check and monitor regular submission of liquidation reports of advances
- Prepare monthly payroll and ensure mandatory government payments are remitted
- Manage the Asia-Pacific Scout Foundation and support its committee members
- Compile information for the annual APR Foundation Bulletin and Triennial Report
- Manage office supplies

#### Other responsibilities

- On assignment to events, will be responsible for the documentation before, during, and after the events
- Undertake special projects as may be assigned by the line manager and/or the Regional Director

#### We are seeking a person who:

- is experienced in the field of accounting
- has good business writing skills
- is able to work in a fast-paced environment and with an international team
- has the ability to work with professional and volunteer colleagues at all levels of the Scout Movement
- is a good team player
- has an international outlook and embraces diversity
- has strong integrity and values aligned with those of the Scout Movement

### Job requirements

#### Knowledge/skills/qualification

- A bachelor's degree in accountancy
- Proficient in spoken and written English
- Proficient in basic Microsoft Office applications (Word, Excel, and PowerPoint)

#### Personal qualities/requirements

- Dynamic, trustworthy, team player, and open-minded
- Efficient, self-motivated, and with good organisational skills
- Displays honesty, integrity, with a strong sense of values and ethics
- Proactive, with the ability to handle pressure and flexibility to multitask
- Able to work in a multicultural working environment
- Able to work as a part of an international team with people from different nationalities and cultures

## Summary of employment

### Terms and conditions

- The WSB offers a range of tangible and intangible working benefits.
- The position is for six months and may be renewed if required.
- The salary is paid on a monthly basis will be appropriate to the seniority of this role.
- The position is based in Makati City, Philippines.
- Contractual hours of work are a minimum of 40 hours per week, Monday through Friday, but additional hours may be required for the effective performance of the role for which there will be no additional remuneration. The successful candidate must be willing to work in the evenings and on weekends, when necessary.
- The holiday entitlement is 15 days per annum (prorated) plus public holidays in the country where the position is based.

### How to apply

Applications should be submitted to [asia-pacific@scout.org](mailto:asia-pacific@scout.org) no later than 23:59 Manila time, by **15 August 2019**, and should include:

1. a curriculum vitae with full details of your education and career history
2. a cover letter outlining your suitability for the role, relating your skills, knowledge, and experience to the requirements of the job description and personal specification. Your particular interest and motivation in applying for this role should also be outlined.
3. contact information of at least two persons who can provide employment references

Applications and enquiries should be emailed to [asia-pacific@scout.org](mailto:asia-pacific@scout.org).

*The WSB is committed to making appointments based on merit, through a fair and open process, taking due account of equality and diversity.*