



**The Apu Palamguwan Cultural Education Center (APC) is looking for a  
FINANCIAL MANAGER  
To be based in Bendum, Malaybalay, Bukidnon**

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APC is a culture-based, Jesuit-supported organization that sustains indigenous schools in the uplands of Bukidnon, northern Mindanao, Philippines. The APC culture-based education offers three programs:

- K-12 education at the APC schools
- Learning at the Dalēpaan: An education outside the classroom
- The Forest, Farm, and Leadership at the Margins (FFLM): Learning technical skills and strengthening cultural identity

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**Job responsibilities:**

The **APC Financial Manager** is responsible for managing all the financial operations, regular donor and institutional reporting, budgeting, disbursing funds, overseeing auditing and tax functions, and reviewing current systems, policies, and procedures appropriate for a non-profit organization that promotes culture-based education. The **APC Financial Manager** works with APC management staff in directing financial planning and preparing budget forecasts and comprehensive budgets while analyzing and reporting financial performance to senior management and the Board of Trustees.

**Qualifications:**

- Has a Bachelor's degree in Accounting or Finance or related fields, Certified Public Accountant preferred
- Has at least three years of experience, preferably in managing the finances of non-profit organizations with a mix of funding sources
- Is computer literate and proficient in accounting software
- Has a strong aptitude for mathematics
- Has good communication and writing skills in English and strong analytical skills
- Can work with a multi-disciplinary team in a culture-based context
- Can work in an upland setting for extended periods of time
- Is physically, psychologically, and emotionally fit
- Has maturity and a balanced personality
- Has commitment and vision

*Interested applicants may send their CV and the filled-up APC application form to [essc.recruitment@gmail.com](mailto:essc.recruitment@gmail.com). To access the APC application form please go to the APC website-Careers section: [https://apupalamquwancenter.essc.org.ph/?page\\_id=2159](https://apupalamquwancenter.essc.org.ph/?page_id=2159).*