



Cartwheel Foundation Inc. is a non-stock, non-profit organization that seeks to empower Indigenous Peoples' (IP) communities by harnessing self-sustaining capacities through culturally relevant education.

JOB DESCRIPTION

Job Title	Administrative Officer
Organization	Cartwheel Foundation Inc. (CFI)
Location	218 Unit F Malinao St., Brgy. Highway Hills, Mandaluyong City 1550
Status	Full-time employee, with six-month probationary period
Job Description	The Administrative Officer (AO) is responsible for setting the workplace in order, managing employee records, organizing files, maintaining financial records and expenses, and providing support to organizational members, thus, contributing to the overall efficiency of the Foundation.
Directly reports to	Executive Director
Work hours	Eight (8) hours daily, Mondays to Fridays (under blended work interface)
Coordinates with	Executive Director, Tax and Accounting Firm, Program Officer/s, Project team, Consultant, service providers, suppliers, government offices
Duties and Responsibilities	<p>a) Leads in setting the workplace (or work conditions) in order;</p> <p>b) Fulfills government regulatory requirements and other needs for legal compliance;</p> <p>c) Prepares and maintains reports on expenses, collection, and other financial documents using an integrated accounting-finance management system, in coordination with the Tax and Accounting Firm;</p> <p>d) Updates and maintains historical and human resource records by ensuring the organization and security of data, documents and databases (including electronic/digital files);</p> <p>e) Maintains and updates organizational calendar, email accounts, and other workplace efficiency tools;</p> <p>f) Assists in the preparation and filing of tax returns and other financial documents;</p> <p>g) Coordinates with the Tax and Accounting Firm on the preparation and filing of tax returns and other financial documents;</p> <p>h) Assists in the preparation and filing of tax returns and other financial documents;</p> <p>i) Prepares correspondence and documentation in relation to administrative transactions with various stakeholders;</p> <p>j) Coordinates building and maintenance issues for general repair and updating;</p> <p>k) Contributes to team effort by accomplishing mutually-agreed results;</p> <p>l) Engage with external stakeholders, including government partners, donors and other collaborators;</p> <p>Others</p> <p>m) Upholds the safeguarding of the culture, rights, well-being of Indigenous Peoples, especially of children and the youth, in all endeavors of the organization; and</p> <p>n) Fulfills other functions as the Cartwheel Directors may lawfully delegates.</p>

Key competencies	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Excellent time management skills; ability to prioritize tasks <input checked="" type="checkbox"/> Sound written and verbal communication skills <input checked="" type="checkbox"/> Self-directed and able to work minimal supervision <input checked="" type="checkbox"/> Well-organized, with good attention detail <input checked="" type="checkbox"/> Proficiency in using MS Office (Excel, Word, PPT, etc), Google Office (sheets, Docs, Slides, etc) and Canva <input checked="" type="checkbox"/> Familiarity with using connectivity software such as Zoom, GMeet, etc <input checked="" type="checkbox"/> Access to stable internet connection (enough to run a Zoom meeting) <input checked="" type="checkbox"/> Willingness to work with a team <input checked="" type="checkbox"/> Willingness to learn and to grow with the organization <input checked="" type="checkbox"/> Familiarity with budget management principles and accounting software
Other experience and qualifications	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bachelor's degree in Administration or related field <input checked="" type="checkbox"/> Working knowledge of databases or accounting software packages <input checked="" type="checkbox"/> Work experience within the non-profit sector or the Indigenous Peoples (IP) sector, an advantage

Compensation: PHP 18,000–22,000 a month, depending on qualifications and relevant work experience.

Application Process

Please submit a *Letter of Intent* and *Curriculum Vitae* to joinus@cartwheelfoundation.org with the subject line "Application: Administrative Officer" not later than June 22, 2026.