



TrustBridge
global

MAKING
GLOBAL
GIVING
EASY



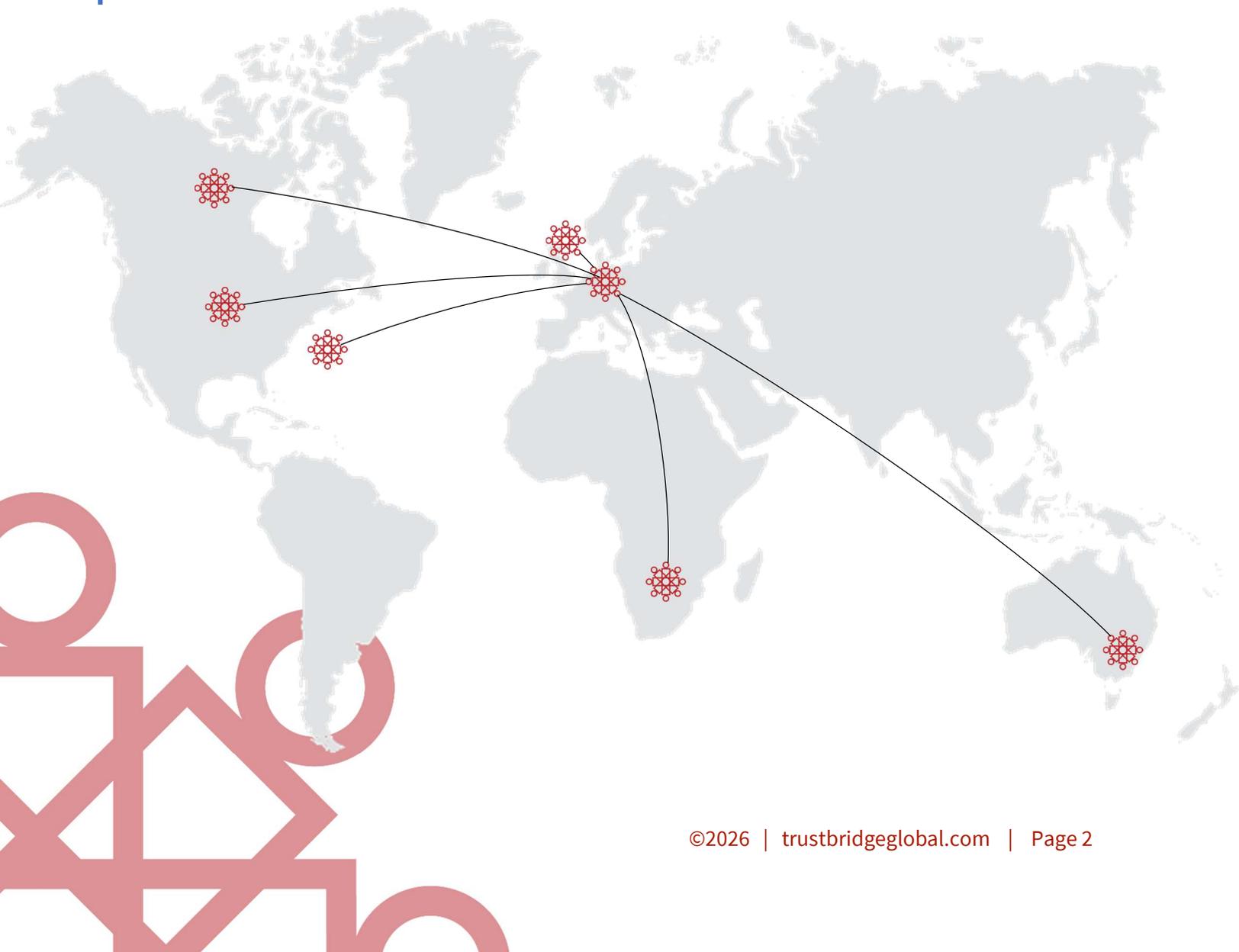
MAKE YOUR
IMPACT ON
THE WORLD

Senior Accountant / Accountant

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

**OUR MISSION IS TO MOBILISE RESOURCES
BY MAKING GLOBAL GIVING EASY.**

**WE DO THIS BY CREATING A GLOBAL
NETWORK OF GENEROUS COMMUNITIES.**



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES EVERYWHERE** HAVE ALL THEY NEED TO **ACCOMPLISH THEIR MISSION.**



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR A **SENIOR ACCOUNTANT / ACCOUNTANT** WITH A FOCUSED SET OF RESPONSIBILITIES.

DESIRED OUTCOMES

Someone excelling in this position will:

- Successfully take on delegated areas of responsibility with minimal supervision and motivation
- Develop a complete and proficient understanding of the uniquely complex accounting protocols of multiple business entities. Be able to book complex entries and reconciliations.
- Work with self-initiative and strong attention to detail. The outcome is that all job tasks would be accomplished quickly.
- Assist the superiors in the accomplishment of assigned projects and tasks

JOB SUMMARY

- Directly reports to the Director of Finance and Philippine Operations
- Perform all basic accounting functions, including recording and reconciling transactions and general ledger accounts
- Assist in Accounting Frameworks (US GAAP, IFRS etc.) and tax research
- Keeping the books and records of multiple business entities in various jurisdictions up-to-date and accurate, including the entry of transactions, customer and vendor data, and complex reconciliations and the production of monthly fund statements
- Assist in the daily reconciliation and month-end closing processes
- Provide accounting and tax-related support as needed
 - Preparation of regulatory filings in various jurisdictions including local compliance requirements
 - Provide general filing and administrative support
 - Maintain and grow professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies

- Document the professional and organizational knowledge gained
- Maintain and update accounting records and files
- Identify documentation and process improvements.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL ATTRIBUTES

- Demonstrates a commitment to personal, spiritual, and professional maturity
- Actively integrates biblical principles in day-to-day behavior, exhibiting unremitting integrity and strong moral character
- Demonstrates attention to detail and accuracy
- Diagnostic skills for routine reconciliations among funds and accounts
- Demonstrates analytical, technical, organizational, and problem-solving skills
- High level sense of ownership and accountability
- Fast and continuous learners
- Strong verbal and written communication skills
- Ability to work well both in a team setting and independently
- Demonstrated initiative in mastering new technical areas quickly
- Ability to effectively handle multiple projects simultaneously in a deadline-driven environment
- Excellent computer skills, including knowledge of accounting and tax software programs such as Advanced Excel, Word, PowerPoint, and Outlook
- Ability to maintain sensitivity concerning business and confidential matters
- Ability to maintain pleasant rapport with customers via email communication.

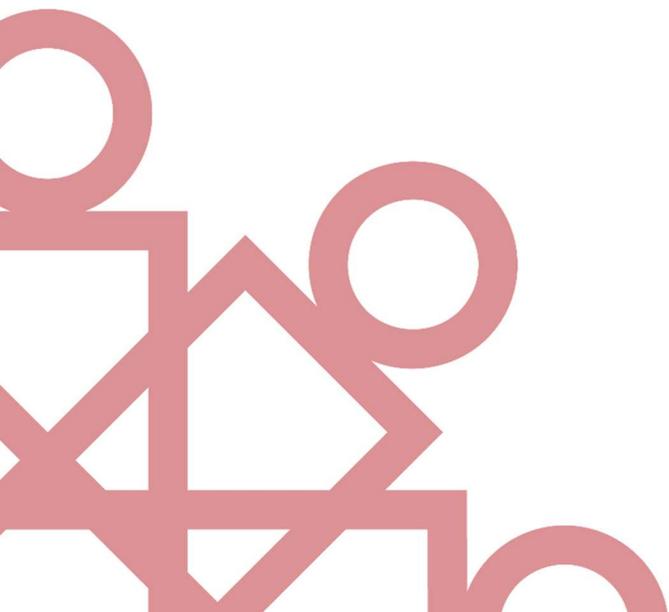
EDUCATION, TRAINING, EXPERIENCE

- Graduate of Bachelor's degree in Accounting or related field
- Strong accounting background with 3 to 5 years of relevant experience
- CPA is a plus, but not required
- Proficiency in spreadsheet financial analysis applications (graphs, pivot tables, v-lookups)
- Oracle NetSuite, QB and Xero experience is preferred, but not required
- Experience in fund and/or non-profit accounting is preferred
- Experience with for-profit and non-profit governmental filings is preferred
- Experience with Philippine regulatory requirements
- Knowledge of charitable, family foundation, and high net worth individual related matters are preferred

WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Regular workdays run from roughly 1600 – 0100 (PH Time) to maximize the overlap with European and US Eastern Time work hours (time spent outside regular work hours will be offset against regular workdays)
- Ability to communicate and exchange information, collect, compile, and prepare work documents, as well as set up and maintain work files
- Willingness to work more than 8 hours per day, as needed; ability to handle pressure during peak periods during the year, availability to handle issues outside of normal working hours
- Benefits include paid time off, paid holidays, employer contributions to health insurance, and annual bonus. Future retirement benefits are anticipated.

Contact (recruiting@trustbridgeglobal.com) to find out more.



A photograph of a sharp, snow-capped mountain peak against a blue sky with scattered white clouds. The mountain is the central focus, with its peak reaching towards the top of the frame. The sky is a clear, vibrant blue, and the clouds are soft and white, adding texture to the background.

GIVING | IMPACT | GLOBAL