



Bunny Castillon
Senior Finance Manager
The Samdhana Institute

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Experience

19 years of total experience

Jul 2019 - Present

Senior Finance Manager

The Samdhana Institute | Northern Mindanao, Philippines

Industry	Non-Profit Organization / Social Services / NGO
Specialization	Finance - General/Cost Accounting
Role	Management
Position Level	Senior Management

1. Financial Management

- Ensure that Samdhana Financial Policies and SOPs and the agreed financial requirements of the donors are complied with
- Manage the proper and appropriate use of the financial resources of the organization
- Ensures that employees know, understand and follow the financial policies and SOPs of Samdhana especially policies on cash advance
- Monitors forex fluctuations and forex loss/gain of the organization and ensure minimal loss due to forex fluctuations

2. Financial planning, analysis and risk management:

- Ensure Samdhana has an overall budget in coordination with the DED
- Ensure all contracts with donors and programs have sufficient budget plans in coordination with the Project Managers and donors
- Monitor and conduct budget variance analysis of the different budgets • Recommend to management budget allocations to maximize use of funds
- Provides feedback to MSU head on improvement of the Financial Policies and SOPs
- Review potential investments and associated risks and make recommendations to management
- Ensure that the organization has sufficient risks management protocols in place and that these are implemented and applied appropriately

3. Cash flow:

- Monitor and manage cash flow to ensure operational activities are not disrupted

4. Financial Reporting:

- Ensure that all financial reports to management, donors, and partners are accurate, relevant and on time.

Leads in the preparation and completion of Audit Reports

- Ensure the submission of Audited Financial FS to the BIR and SEC in the Philippines

4. Fiduciary Duty:

- Ensure that money entrusted to the institution are all accounted and spent legally, wisely and economically
- Ensure that the staff and partners/grantees of the organization are equipped with sufficient financial knowledge and skills to ensure that the fiduciary responsibilities are adhered to
- Ensures compliance with the legal requirements (tax, reports, licenses, permits, etc.) of governmental agencies;

5. Others:

- Ensure the organization's obligations to the government and donors are complied with accurately and on time
- Support the ED and Heads of the organizational units
- Maintain good working relations with Banks, Donors and partners
 - Provide financial (planning, management and reporting) training support to Samdhana partners/grantees and staff

Jun 2016 - Sep 2018

Senior Accountant

International Radiation Technology | Saudi Arabia

Industry	Biotechnology / Pharmaceutical / Clinical research
Specialization	Finance - General/Cost Accounting
Role	Management/Cost Accounting/Business Analyst
Position Level	Supervisor / 5 Years & Up Experienced Employee

Supervise and ensures that financial and accounting operations and business processes are properly implemented, accounted and monitored on daily basis.
Prepare and distribute budget reports, financial reports in a timely manner.
Performs related operational tasks such as: General accounting, Payroll preparation, and Audit
Perform account reconciliation on regular basis.
Implement cost analysis and recommend process improvements for cost-effectiveness to mitigate financial risks.
Prepares yearly financial statements and ensures the accuracy and timely submission to ZAKAT as mandated by the Saudi Law.
Manages accounts payable and receivables and prepares aging analysis regularly.
Assist in goals setting and performance improvements for finance staff.

Jul 2012 - Mar 2016

Finance Officer

Save the Children Philippines | National Capital Reg, Philippines

Industry	Non-Profit Organization / Social Services / NGO
Specialization	Finance - General/Cost Accounting
Role	Financial Accounting & Reporting
Position Level	Supervisor / 5 Years & Up Experienced Employee

Manage and develop sub-grant partner's strategy and procedures.
Maintain sub-award technical assessment and capacity building and ensure that the partner complies with terms and contracts of sub-awards.
Maintains direct financial management of the program including the different source of funding.
Support in implementing finance procedures and standards in response areas.
Review transactions of partners and ensure spending are within the donor guidelines and SCI standards.
Ensures the accuracy and timely submission of donor reports.
Review processes/workflows of partnership management with Senior Finance Manager in consultation with the Finance Director on improvements and revision on processes and standards.
Coordinate with different budget holders regarding Budget versus Actual (BvA) reports and ensure action points of Finance/Awards BvA revision meetings are achieved.
Review all partner budget proposal and compliance.
Monitor all partner liquidation and documentation.
Assist in the visitation of partners to safeguard the interest of SCI and donors.
Work closely with Awards Management team on all secured and pipeline funding.
Monitor's the phased budgets against program implementation plan and update as necessary.
Work closely with the Finance Manager in developing budget management trainings for budget holders at the field level.

Dec 2009 - Jul 2012

Finance Officer

World Vision International

Industry Non-Profit Organization / Social Services / NGO
Specialization Finance - General/Cost Accounting
Role Financial Accounting & Reporting
Position Level Supervisor / 5 Years & Up Experienced Employee

Implements sound and effective financial, accounting & budgetary systems and controls for programs/projects in accordance with WVI policies & standards.
Manages program/ project budgets.
Manages Cash flow.
Provides technical oversight to finance & accounting activities of program/projects in CBO partners.
Coordinates with World Vision Support Office counterparts & donor agencies for proper understanding, agreement & implementation of financial standards of program/projects.
Ensure periodic financial & other reports are accurate & submitted on time.
Provides monthly reports with analyses and recommendations for Program Officer & Finance Manager's information & decision making.
Design, implement & maintains financial & accounting systems & internal controls for program/partners implemented by WV partners.
Supports & counsel Program Officers on financial issues.
Maintains strong control environment by ensuring compliance to WVI / WVDF financial and government regulations in implementing programs/projects.
Ensures' direct reports performance objectives and appraisal are managed effectively.
Provides spiritual nurturing to direct reports.

Jun 2002 - Jun 2008

Accounting Clerk

Far-Go Motor Parts, Inc.

Industry Retail / Merchandise
Specialization Finance - General/Cost Accounting
Role Basic Accounting/Bookkeeping/Accounts Executive
Position Level 1-4 Years Experienced Employee

Maintains accounting records by making copies; filing documents.
Reconciles bank statements by comparing statements with general ledger.
Maintains accounting databases by entering data into the computer; processing backups.
Verifies financial reports by running performance analysis software program.
Determines value of depreciable assets by running depreciation software program.
Protects organization's value by keeping information confidential.
Accomplishes accounting and organization mission by completing related results as needed.

Skills

Advanced

Financial Software: QuickBooks, Agresso, SMACC, and IPAS; Advance Excel