



Bell-Kenz Pharma Inc.

We Make Life Better

March 2, 2021

Mr. Jose M. Ireneo
Executive Director
Philippine Institute of Certified Public Accountants

Dear Mr. Ireneo:

Bell-Kenz Pharma, Inc. is one of the fastest growing national pharmaceutical companies with its main office in No. 127 Bell-Kenz Tower, Malakas Street, Central Diliman, Quezon City. We have been operating for more than 15 years and have employed more than 300 employees. We are pleased to share that we have continuously grown and thrived despite the pandemic. Forward-looking, we are preparing for our future expansion. Hence, we are in need for CPAs to aid us in our operations. We are requesting to post our accounting and finance vacancies in the website of PICPA to reach more CPA audiences who are looking for job opportunities. Hopefully, you can permit and aid us with our request.

Your team may reach out to our Talent Acquisition Team anytime. You can call our Talent Acquisition Officer, Brigitte L. Titular at 09178056346 or email to brigitte.titular@bellkenzpharma.com or to our Talent Acquisition Assistant Patricia Rae V. Uycoco at 09176255176 or email to patricia.uycoco@bellkenzpharma.com.

Kindly see the Annex A-F for the job descriptions of the following job vacancies: Accounting Supervisor, Tax Officer, Internal Auditor, Finance Officer, Finance Analyst, and Credit and Collection Officer.

Thank you!

Regards,

Patricia Rae V. Uycoco, Rpm
Talent Acquisition Assistant

Noted by:

Brigitte L. Titular, Rpm
HR Officer

Ms. Charito N. Addam
HR & Admin Manager



Bell-Kenz Tower No. 127 Malakas Street
Central, Diliman, Quezon City, Philippines 1100
709-1000



Annex A

Accounting Supervisor

Job Description

Accounting Supervisor's main responsibility is to manage the general accounting operations of the company guided by the general principles of accounting—monitoring financial processes, review of all accounting transactions, and reporting to the Finance Manager.

Qualifications:

- 4 year degree in Accountancy, Financial Accounting, Management Accounting
- 3 years experience in General Accounting
- 2 years supervisory experience in accounting
- 1 year experience related to Audit
- CPA license is required

Responsibilities:

1. ACCOUNTING FUNCTIONS

- Ensures the timeliness and accuracy of recording and closing of books of accounts which may include review on AR and AP ledger, advances, inventories, check payments, VAT recording and others
- Prepares month-end accrual entries and other entries related to the closing procedures.
- Reviews balances of accounts in the Trial Balance and recommend adjustments if needed.
- Monthly preparation of various financial and special reports
- Monitoring of program-related expenses, etc.
- Prepares payroll based on the reports submitted by HR Department and Finance Division.
- Updates summary of deductions related to Phone overages, loans, SSS, Pag-ibig, Medicines, etc.
- Prepares monthly consolidation of payroll for external reporting and reference.
- Validates various due accounts and timely payments such as monthly and quarterly rebates and other special sales and marketing programs.
- Checking and review computed Rebates.
- Checking and review of Expense Reports (ER) according to policy.
- Supervises and ensures the timetable adherence and compliance to government report requirements on a monthly and quarterly basis.

2. MANAGERIAL FUNCTIONS

- Manages the accounting department to ensure performance of the objectives in: Accounts Payables, General Accounting, Invoicing
- Oversees special account reconciliation
- Analyze and checks daily accuracy and appropriateness of accounting entries; checking of sales order, payable vouchers, journal vouchers, debit memo, posting of collection, credit memo and sales return.





- Analyzes and develops process improvements within the department.
- 3. PEOPLE MANAGEMENT and COMPETENCY DEVELOPMENT
 - In-charge of Performance Management; Handles the Team in compliance with all accounting procedures that should lead to a great performance as reflected on their individual Key Performance Indicator;
 - Coaches and mentors, develops cross training activity, identifies Training Needs and recommends continuing education program of accounting personnel;
 - Ensures the team's compliance to company standards and policies as well as individual proper manner and conduct;
 - Cascade corporate information, processes, programs and systems to Accounting personnel effectively.
 - Handles and resolves departmental issues and employee concerns
- 4. ADMIN TASKS
 - Maintains files and documentation thoroughly and accurately in accordance with generally accepted accounting practices;
 - Supports audit team by providing procedures, records and reports needed;
 - Observes timely reporting to work and other administrative works
 - Quarterly Business Review and conduct daily huddle for the team.





Annex B

Tax Officer

Job Description

Qualifications:

- Graduate of Bachelor's degree in Accounting
- Must be a licensed CPA
- 2 years of experience in General Accounting
- 3 years of experience as a tax accountant or tax analyst

Responsibilities:

- Prepare and review working files and schedules for BIR Tax Return and Compliance
- Manage and maintain the company's working files for BIR reporting
- Determine tax savings, conduct research and recommend strategies that align with the business goal/improving reporting of company expenses.
- Maintain schedule and reconcile GL accounts used for Tax Payments & Credits (Input Vat, Output Vat, EWT, CWT, Income Tax, etc.)
- Draft Internal Memo and communicates BIR regulations affecting process & operations of the company.
- Plan and identify current company expenses which we could improve external reporting
- Recommend Improvement on the reporting and recording of transactions
- Keep updates on trends and changes related to taxes





Annex C

Internal Auditor

Job Description

An Internal Auditor would be tasked to assist the Auditing Supervisor to review, evaluate, and analyze the company's internal process in order to create implementation of audit plans and ensure that the internal company's processes are reliable and have the information report to the management.

Requirements

- Candidates must possess at least a Bachelor's Degree in Accountancy / Management Accounting / Internal Audit or equivalent
- At least 1-4 year(s) of experience in Audit / Risk Management / Compliance / Financial Analysis is required for this position
- Must be a licensed CPA or CIA
- Auditing skills, process, and techniques
- Assessment of possible risk and control
- Financial Analysis
- Project management
- Proficient in MS Office (Excel, Word, PowerPoint)
- Excellent analytical skills and critical thinking
- Knowledge for Audit System/Development
- Team player
- Can work extra hours
- Well disciplined
- Can do field work (preferred)

Responsibilities:

- Involved in the budgeting of the auditing projects and evaluate the annual plans of audit
- Initiate Internal audit controls for effective financial management
- Directs the overall performance of audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures
- Plan, organize and schedule audit programs
- Ensure completion of audits on time
- Review and assess completion of audits
- Analyze financial data, records, reports and statements
- Maintain and update financial databases, including audit findings
- Foster quality and continuous improvement in the organization's control processes
- Review operations to check if company programs, plans and objectives are achieved
- Checks if employees' actions are in compliance with policies, standards, procedures and applicable laws and regulations





Bell-Kenz Pharma Inc.

We Make Life Better

- Communicates the results of audit and consulting projects via written reports and oral presentations
- Manages audits of all employees including cash advances, liquidations, expense reports and collections
- Handle auditing of accounting entries, petty cash, and department budgets
- In-charge of audit and make confirmations of customers' accounts-sales, receivables, collections, payables among others
- Handles and heads audit of corporate matters such as shareholders equity, dividends, rebates and the like
- Directs audit staff in the planning, organizing, directing and monitoring of internal audit operations
- Reviews audit employees' work
- Mentor audit employees and conducts annual performance evaluations



Bell-Kenz Tower No. 127 Malakas Street
Central, Diliman, Quezon City, Philippines 1100
709-1000



Annex D

Finance Officer

Job Description

Finance Officer shall analyze data by gathering, preparing and studying financial statements/analysis reports for decision support. He/she shall analyze results/variances, study the financial trend and prepare a recommendation report. He/she shall assist in forecasting, budgeting, profitability analysis and all other finance tasks assigned to him/her.

Qualifications

- Candidates must possess at least a Bachelor's degree in Accountancy/Finance or any related course
- CPA License is required
- Must have at least 5 years experience in Finance specialized job-In-depth knowledge with financial regulations and accounting process
- Must have at least 1-2 year(s) general experience in Accounting

Responsibilities:

(1) ANALYSIS - Provide FINANCIAL ANALYSIS REPORT based on the historical financial data on Company's profitability, solvency, stability, liquidity, and other relevant ratio analysis.

- Prepare a comparative financial statement ratio based on the previous period or on the budget.
- Prepare comparative movements analysis (Based on the previous period or on the budget).
- Prepare a variance analysis of internal departments showing its effectiveness and efficiency.

(2) DATA INTERPRETATION

- Evaluate and compare relative data and assemble spreadsheets, charts, and graphs used to illustrate results of financial and movement analysis.
- Describe and explain the nature and relevance of the mathematical comparison of the financial ratio analysis.
- Briefly describe and explain the major reasons for change in ratio and account movement.

(3) FINDINGS AND RECOMMENDATION

- Creatively gives options and recommendation to reduce costs and improve financial performance.
- Incorporating the most relevant financial ratio applicable to the line of business.
- Recommending plans of actions for operational effectiveness and efficiency.

(4) OTHER ASSIGNED TASKS

- Assisting in finance system improvement.
- Maintaining knowledge and stay abreast of developments with the BIR, SEC, and other relevant regulatory agencies.
- Recommending improvements on the internal control processes and financial reporting.
- Assisting on the development of financial strategies.





Bell-Kenz Pharma Inc.

We Make Life Better

- Supporting the finance on the structure improvement.
- Helping the division achieve its goals.
- Ensuring that the financial reporting is in line with the relevant accounting and reporting standards.
- Participating on the budget, CVP, relevant costing, and capital budgeting analysis.
- Preparing of Financial Statements.
- Reviews payable vouchers and ensures that all disbursements are all valid and authorized.



Bell-Kenz Tower No. 127 Malakas Street
Central, Diliman, Quezon City, Philippines 1100
709-1000



Annex E

Finance Analyst

Job Description

Qualifications

- 4-year degree in Accountancy or Finance-related course
- At least 1-2 years experience in general accounting
- Knowledge in accounting procedures and auditing
- Having a CPA license is an advantage

Responsibilities

- Preparation of financial analysis report, comparative financial statement, comparative movement analysis, and variance analysis
- Evaluation and comparison of relative data and assemble spreadsheets, charts, and graphs to illustrate results of financial and movement analysis.
- Able to describe and explain the nature and relevance of the mathematical comparison of the financial ratio analysis.
- Able to explain the major reasons for the change in ratio and account movement.
- Provide creative options and recommendations to reduce costs and improve financial performance.
- Incorporation of relevant financial ratio applicable to the line of business.
- Recommend plans of action for operational effectiveness and efficiency.
- Assisting in finance system improvement.
- Maintain knowledge and stay abreast of developments with the BIR, SEC, and other relevant regulatory agencies.
- Recommending improvements on the internal control processes and financial reporting.
- Assist in the development of financial strategies.
- Support the finance on the structure improvement.
- Ensure that the financial reporting is in line with the relevant accounting and reporting standards.
- Participate in the budget, CVP, relevant costing, and capital budgeting analysis.
- Preparation of Financial Statements.
- Reviews payable vouchers and ensures that all disbursements are valid and authorized.





Annex F

Credit and Collection Officer

Job Description

Credit and Collection Officer – Dispute/ Control Management addresses and resolves billing issues, and ensures compliance with bad debts policy. He / she will also handle overall documentation of the department and conduct field audits, as needed.

Qualifications:

- 4 years degree in any business-related courses, accounting
- 2-4 years general experience related to accounting, Credit and Collection customer service
- Familiarity in Accounting and Credit & Collection terms, concepts, and procedures
- Skilled in negotiation
- Good written and verbal communication skills
-

Responsibilities

- Review submitted requests for write-offs and ensure compliance with bad debt policy.
- Ensure appropriate back-up provided for review and approval of CNC Manager.
- Verify discrepancies by and resolve clients' billing issues
- Review delinquent account records to determine which customers must be contacted for the collection of overdue accounts.
- Ensure monthly sending of account statements.
- Keep open communication with customers, ensure that prompt responses are given, and all issues are dealt with quickly and effectively.
- Audit Provisionary receipts/ Collection receipts issued
- Conduct field audits as needed
- Monitors and ensures completeness and accuracy of sales returns processing
- Reviews and Investigates Freight Charges Credit Issues and suggests payment options or charges if any.
- Check Sales return report
- Provide Near expiry inventory report
- Prepare MDC debit memos
- Monitors and ensures completeness and accuracy of Creditable withholding certificate (EWT) monitoring / Process
- Oversee documentation and safekeeping
- BK Pharmacy Monitoring and Collection.

