



April 7, 2022

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

Dear Mr. Ireneo,

Greetings from Medilink!

MediLink's integrated IT platform connects insurers, healthcare providers and insured members through an electronic network covering 2 million+ lives. Our services include underwriting validation, card production, eligibility check, transaction authorization, claim processing, and payment settlement, analytics, and AI-enabled decision support.

As we expand our business we need to reinforce our manpower complement that is why we would like to seek potential partners who will help us to draw more talent in the industry and provide vast career opportunities to people.

With this in mind, we would like to express our intention of partnering with your institution for any existing and planned activities for this year to tap and offer them an opportunity to be part of our organization. We would also like to request to post in your website our job opportunities. We enclosed in this letter our job requirements.

Thank you so much and we look forward to partnering with you in providing job opportunities to your good organization.

Very truly yours,

A handwritten signature in black ink, appearing to read "Ma. Paula May Jose".

**MA. PAULA MAY JOSE**  
HR Manager



## Company contact information

- I. Company name: **Medilink Network Inc.**
- II. Complete address: **4th Floor, CIBI Information Center 3308 Zapote cor. Mascardo St. Makati City, Philippines**
- III. Contact number: **(632) 8779-6565, 0905-8980137**
- IV. Contact Person: **Ma. Paula May Jose – HR Manager**
- V. Email address: [maria\\_jose@medilink.ph](mailto:maria_jose@medilink.ph), [hrmedilink@medilink.ph](mailto:hrmedilink@medilink.ph),

## JOB VACANCY

JOB TITLE: **ACCOUNTING OFFICER**  
LEVEL: **SUPERVISORY**

### Job Summary:

**Accounting Officer** assists the Unit Head in accomplishing the goals and objectives of the Unit, and may directly supervise the supervisors, specialists, associates and assistants.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

The Accounting Officer may be assigned to any of the units of Audit and Accounting, depending on the client engagement, requirements and required rotation of employees.

Depending on Unit assignment, the Accounting Officer is expected to discharge the following duties and responsibilities:

Accounting Unit: The Accounting Officer shall handle over-all finance and accounting activities of specified clients, such as but not limited to:

1. Establishment, review and enforcement of accounting processes, methods, policies, principles and procedures;
2. Supervision, management and evaluation of supervisors, specialists, associates and assistants assigned to the project/undertaking to ensure compliance and accuracy, including enforcement of company rules and regulations as such function may be delegated or assigned by the Unit Head;
3. Conducting and overseeing finance and accounting functions such as: month-end and year-end process; account payables and receivables; general ledger; cash receipts and disbursements' revenue and expenditure variance analysis; fixed assets and inventory reconciliation; monthly inter-company reconciliation;
4. Conducting all other activities related to finance and accounting, including improvement of systems and procedures, as well as initiating mitigation, remediation and corrective actions;
5. Submission of monthly and annual financial reports, and preparation of the financial statements and coordinating the same with the external auditors with respect to the audited financial statements.
6. Maintaining and organizing set of details records to document financial transactions;
7. Preparation of Finance and Accounting Manual and such other policies, procedures, rules and regulations as may be needed to ensure efficient and effective performance of functions by the Accounting Unit;
8. Coordination with the other teams, and performance of collaboration work as may be required in the performance of the services offered by the Company; and



9. Perform such duties, responsibilities and functions as may be assigned by his superiors from time to time.

**Qualifications and Skills:**

1. Candidate must possess at least a Bachelor's/College Degree,
2. Graduate of Bachelor of Science in Accountancy
3. Must be a CPA
4. Preferably with 2-4 years' experience in the related field; and
5. Can work under pressure and meet deadlines with minimum supervision.
6. Familiar with BIR and other statutory requirements
7. Computer literate and knowledgeable in MS Excel basic formulas such as Vlookup, Pivot etc.
8. Possess good interpersonal and communication skills
9. Analytical and with keen attention to details
10. Has leadership and management experience

**JOB VACANCY**

JOB TITLE: **Specialist**  
LEVEL: **Staff**

The **Specialist** may be assigned to any of the units of Audit and Accounting from time to time, depending on the client engagement, requirements and required rotation of employees.

Depending on Unit assignment, the **Specialist** is expected to discharge the following duties and responsibilities:

***Accounting Unit: The Specialist shall handle over-all finance and accounting activities of specified clients, such as but not limited to:***

1. Establishment, review and enforcement of accounting processes, methods, policies, principles and procedures;
2. Supervision, management and evaluation of associates and assistants assigned to the unit or project/undertaking to ensure compliance and accuracy, including enforcement of company rules and regulations as such function may be delegated or assigned by the Unit Head;
3. Conducting and overseeing finance and accounting functions such as: month-end and year-end process; account payables and receivables; general ledger; cash receipts and disbursements' revenue and expenditure variance analysis; fixed assets and inventory reconciliation; monthly inter-company reconciliation;
4. Conducting all other activities related to finance and accounting, including improvement of systems and procedures, as well as initiating mitigation, remediation and corrective actions;
5. Submission of monthly and annual financial reports, and preparation of the financial statements and coordinating the same with the external auditors with respect to the audited financial statements.
6. Maintaining and organizing set of details records to document financial transactions;
7. Preparation of Finance and Accounting Manual and such other policies, procedures, rules and regulations as may be needed to ensure efficient and effective performance of functions by the Accounting Unit;
8. Coordination with the other teams, and performance of collaboration work as may be required in the performance of the services offered by the Company; and



9. Perform such duties, responsibilities and functions as may be assigned by his superiors from time to time.

***Audit Unit: The Specialist shall handle over-all audit, compliance and governance activities, such as but not limited to:***

1. Preparation, review and implementation of an Audit Plan and Governance & Compliance Framework designed to review and analyze operational and financial processes, as well as statutory and tax compliance, among others, and identify and gaps or deviations;
2. Supervision, management and evaluation of the associates and assistants, including enforcement of company rules and regulations, as such function may be delegated or assigned by the Unit Head;
3. Conducting and overseeing the actual audit, whether regular, special or follow-up, of all auditee-units and companies, including conducting review of governance & compliance framework and evaluation of compliance gaps and deviations, and performance of other audit related engagements of clients;
4. Conducting all other activities related to audit, compliance and governance, including preparation of planning, mitigation, remediation, compliance and closing reports;
5. Preparation of Audit Manual and such other policies, procedures, rules and regulations as may be needed to ensure efficient and effective performance of functions by the Audit Unit;
6. Coordination with the other teams, and performance of collaboration work as may be required in the performance of the services offered by the Company; and
7. Perform such duties, responsibilities and functions as may be assigned by his superiors from time to time.

**Qualifications and Skills:**

1. Candidate must possess at least a Bachelor's/College Degree,
2. Graduate of Bachelor of Science in Accountancy
3. Must be a CPA
4. Preferably with 1-2 years' experience in the related field; and
5. Can work under pressure and meet deadlines with minimum supervision.
6. Familiar with BIR and other statutory requirements
7. Computer literate and knowledgeable in MS Excel basic formulas such as Vlookup, Pivot etc.
8. Possess good interpersonal and communication skills
9. Analytical and with keen attention to details