

Urgently Needed
VACANCY FOR FINANCE OFFICER – PHILIPPINES AND MEKONG
OPERATION
(Cagayan De Oro, Philippines Based)

Term of Reference

ROLE	Finance Officer
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Overall Purpose of the Position:
Provide support to Samdhana Philippine Operations by taking the lead in the overall bookkeeping and performing Accounting functions and assisting in Financial Management and ensuring Accurate, Timely and Relevant data, information and reports

REPORTS TO	1. Finance Manager for Philippine and Mekong Operation 2. Advisor to Finance Unit
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Responsibilities:
<p>Perform Accounting functions on the following areas:</p> <ul style="list-style-type: none"> a. Assist in the preparation of the Financial Reports including Monthly and Annual Financial Statements - Extraction of information from the accounting software (schedules) for submission to the Finance Manager b. Bookkeeping – recording transactions and preparing the necessary documents such as APV, etc a. Conducts surprise cash count of Petty Cash handled by the disbursement Finance Staff <p>Assist in Financial Management Functions on the following areas:</p> <ul style="list-style-type: none"> a. Prepare Project Budget Variance Report (BVR) and Monitoring of Project Burn-Rate b. With support from the Lead accountant and/or Finance Adviser, discuss the Project budget variance report with respective project manager c. Prepare monthly Bank Reconciliations d. Assist in Budgeting and budget allocation <p>Audit</p> <ul style="list-style-type: none"> a. Review liquidation reports b. Review financial reports of partners c. Support the regular audit processes as needed <p>Ensure all Financial policies are complied with and recommend improvements in the policies and procedures</p> <p>Perform other tasks that may be assigned</p>

Working Relationships:
Internal: Samdhana Staff and Finance Advisers External : External Auditor, Vendor and Suppliers

Qualifications:**Education and Experiences:**

- Graduate of BS Accountancy, Management Accounting, BSBA Finance, or any related course (preferred)
- At least 4-5 years of working experience in an NGO environment (preferred)
- At least 1-2 years of experience as a Finance Officer (required)

Knowledge and Skills:

- Proficient in computer applications
- Keen attention to details
- Strong oral and written communication skills
- Good Organizational Skills
- Resourceful and takes initiative
- Strong interpersonal and analytical skills.
- Ability to deliver reports and complete tasks on time.
- Knowledge in finance principles
- Proficiency in relevant accounting software
- Strong sense of urgency
- Critical thinking skills
- Strong Decision-making skills

Working Attitudes and Habits:

- Strong inquisitive and problem-solving skills
- Optimistic and positive outlook
- Collaborative but honest in providing feedback and insights
- Willing and open to continuous learning and self-improvement
- Ability to maintain confidentiality and handle sensitive information with discretion
- Commitment to the organization's vision, mission, and values
- Demonstrates accountability and responsibility in all tasks
- Adaptable and flexible to changing priorities or challenges
- Self-motivated and able to work with minimal supervision

Terms and Conditions

- Potential for full-time employment after a satisfactory performance assessment
- Duty station: Cagayan de Oro, Philippines
- Start date: immediately.

Application procedures

- Only shortlisted candidates will be contacted.
- Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrphil@samdhana.org at the latest on **October 11, 2024**