

**VACANCY FOR
PART-TIME BOOKKEEPER
PHILIPPINES AND MEKONG OPERATION
(Cagayan De Oro, Philippines Based)**

Term of Reference

ROLE	Part-time Bookkeeper (October – December 2024)
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Overall Purpose of the Position:

Provide support to Samdhana Philippine Operations by 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**

Responsibilities:

- 1. Perform Accounting functions on the following areas:**
 - Review and process payment requests and bookkeeping
 - Review Cash Advance (CA) liquidations and bookkeeping
 - Review of Grants reporting and bookkeeping
- 2. Assist in Financial management functions on the following areas:**
 - Conducts Bank Reconciliation on a regular (monthly) basis
- 3. Ensures all Financial policies are complied with**
- 4. Other Tasks that may be assigned by Supervisor**

Working Relationships:

Internal: Finance Team

Qualifications:

Education and Experiences:

- Bachelor's degree in accountancy, Management Accounting, BSBA Finance, or any related field (preferred)
- At least 2-3 years of relevant experience in bookkeeping or finance, preferably in an NGO environment
- Familiarity with financial reporting and accounting practices

Knowledge and Skills:

- Proficient in computer applications, especially Microsoft Excel and accounting software
- Strong attention to detail and accuracy
- Good oral and written communication skills
- Strong organizational and time management skills
- Ability to handle sensitive information with confidentiality
- Basic knowledge of finance principles and practices
- Ability to generate financial reports and maintain accurate records

Working Attitudes and Habits:

- Strong inquisitive and analytical skills

- Optimistic and positive mindset
- Collaborative team player who is honest and straightforward
- Open to learning and adapting to new processes
- Self-motivated with the ability to work independently
- Committed to the organization's vision, mission, and values
- Punctual and able to meet deadlines consistently

Terms and Conditions

- Part-time position: work 3 times a week
- Duration: 3 months, with the possibility of extension based on performance and organizational needs
- Duty station: Cagayan de Oro, Philippines
- Start date: Immediate

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**