

**VACANCY FOR ADMINISTRATIVE-FINANCE ASSISTANT
CALAMIANES LIFESPACE
PHILLIPINES**

Terms of Reference

Role	Administrative and Finance Assistant - Calamianes Office - Philippines
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Overall Purpose of the Position:

Provide complete support to the team by keeping track of budgets and expenses and helping with budget planning or adjustments. Ensure that all financial transactions are authorized, recorded, filed with appropriate supporting paperwork, and maintained.

Reports to	CALAMIANES LIFESCAPE COORDINATOR
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RESPONSIBILITIES

Support to Program and Projects:

1. Responsible for maintaining office files of financial records, agreements, and other documents.
2. Record all cash in the office, petty cash, and bank transactions using the correct codes and forward it to the Team Coordinator and/or Finance Officer for review.
3. Assist the Calamianes Coordinator in administration and finance matters to ensure an effective management of the financial resources adhering to Samdhana's policies.
4. Ensure payments are managed smoothly and efficiently, and that all payments are made in a timely manner.
5. Ensure that transactions are processed systematically and regularly, and that they are accurate and complete.
6. Responsible for the regular maintenance and vehicle usage, and ensure policies are applied; fixed assets are managed and maintenance of all office equipment, ensured.
7. Prepare payment request according to internal procedures of the organization.
8. Provide support role in office-level audits including preparation of documents for internal, external and donor audits, and assist in providing management responses to audit reports when necessary; and
9. Help ensure proper logistical preparations required for the effective implementation of the program and project activities.

Standard institutional functions:

1. Participate in institutional meetings and other related activities for project, program, and organizational development.
2. Maintain an orderly filing system for both hard and soft copies of program and project documents, reports, pictures, and other documents.
3. Prepare the monthly work plan, monthly accomplishment report, and back-to-office reports (BTORs) as needed.
4. Adhere to HR, Finance, and administrative policies and procedures; and
5. Perform other tasks that may be assigned by the line manager.

Working Relationships:

- Internal: Calamianes Lifespace Team, Lifespace Programme Head, all other Program staff, KM Unit, Finance and HR staff
- External: Community Partners, networks

Qualifications:

Education and Experiences:

- Have at least three-year working experience with Indigenous Peoples, with Tagbanwa tribes in Palawan an advantage. **Being a Tagbanwa is also an advantage.**
- With experience in accounting and finance in the field of NGOs or private sector.
- Demonstrable skills in the compliance of finance and accounting policies, procedures and systems.
- Good knowledge of fund accounting including reporting requirements.
- Hands-on knowledge of excel, etc. would be a distinct advantage.
- Good communication skills, both verbal and written; able to write and communicate in English and Filipino; proficiency in other local languages, an additional advantage.
- Good interpersonal skills, ability to interact and engage with different groups/types of people, with a range of Samdhana partners, from communities to donors.
- Creative, innovative, open, independent, and can work very well as part of a multi-cultural team.
- Ability and willingness to take on multiple tasks and perform well in a demanding, high-pressure, and fast-changing work environment; and
- Willing to travel when needed

Knowledge and Skills:

- Excellent in Calamian Tagbanwa dialect, in Filipino or English (oral and written)
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels.
- High ethical standards of behavior, good judgment, respect for others, confidentiality and attention to detail.
- Resourceful, with good organizational skills, energetic, proactive and capable of working independently as well as being an active member of the team.
- Understand and adhere to Samdhana's vision, mission, goals and core values
- Good interpersonal skills (tact, diplomacy, discretion and impartiality) are essential for this position.

Working attitudes and habits:

- Must be able to deliver reports or tasks on time.
- Has a strong sense of urgency.
- Must have strong inquisitive skills
- Optimistic
- Collaborative, analytical, honest
- Willing and open to learning
- Commitment is to the organization and its vision/values

Terms and Conditions

- Full-time employment after a satisfactory assessment.
- **The duty station is in Coron, Palawan.**
- With frequent travels within Calamianes
- 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 MAY 30 2025.**