

Job Title:	Finance and Administrative Officer
Reports to:	Project Manager
Project Duration:	Sept 2021- Sept 2022
Duty Station:	Quezon City
Type of Employment:	Project Based

About Asia Pacific Alliance for Disaster Management- Philippines

The Asia-Pacific Alliance for Disaster Management Philippines (A-PAD PH) is part of a trans-national disaster aid alliance that works to facilitate cooperation and understanding between governments, private sector, and NGOs in the Asia Pacific Region.

A-PAD PH is a multi-sectoral platform for collaboration and cooperation between humanitarian organizations/civil society organizations, the private sector, academe, media, and the government in delivering emergency response and disaster preparedness initiatives. It is a framework for sharing resources, transferring knowledge and increasing capacities to address the vulnerabilities of peoples and communities. It aims to facilitate mutual cooperation to generate increased efficiency and effectiveness in preparedness, emergency response and disaster risk reduction thereby building a disaster resilient nation.

Project Title

Strengthening community resilience for disaster preparedness and disaster response through multi-sectoral collaboration

Job Purpose

The Finance and Administration Manager will lead the day to day functions of the organization's accounting, financial and administration activities in relation to the project. S/he has a responsibility for maintaining accurate and up-to date accounting and financial records in compliance with the donor and government requirement and should be able coordinate a responsive and efficient Administration function.

Duties and Responsibilities

Accounting & Finance:

- Supervise and maintain financial and administrative records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Performs functions based on A-PAD PH Finance Policy and Guidelines
- Prepare all Financial Reports
- Prepare analytical report on budget and expenditure on a regular basis or as requested.
- Works with the team to prepare monthly cash advance request for office operations.
- Process payroll and issues payments after appropriate review and approval.
- Monitor the project expenditure and submit monthly to the Project Manager

Administrative:

- Ensure compliance to employment regulatory concerns (SSS, Philhealth, Pag-ibig, BIR, etc.)
- Check and ensure accurate/on-time remittance and submission of statutory payments and reportorial requirements (BIR, SEC, etc.)
- Perform any other duties assigned by the Project Manager

Management:

- Supervise the administrative assistant and bookkeeper

Skills and Competencies

- Degree in accounting or business management or similar first level degree
- At least 3 years relevant experience in a finance/admin function in the field at a management level, with sound understanding of working in a Non-Government Organization
- Ability to work to deadlines with good prioritization and time management skills
- Reliable
- Strong attention to detail
- Good interpersonal skills
- Flexibility
- Willingness to conduct field work as may be required
- Competent analytical and decision-making skills
- Team player
- Knowledgeable in accounting software and application e.g. Quickbooks

