



POSITION DESCRIPTION

Name:	Position Title: Admin and Finance Officer
Department:	Reports To:
Direct Reports:	Location:
Key Result Area:	Duties and Responsibilities:
<p>1. Finance</p>	<ul style="list-style-type: none"> • Assist in monitoring of the liquidation of cash advance issued to chapter • Follow up mobilization of checks, for credit and reimbursement vouchers, bills, & payroll for approval • Maintains accurate and accessible records of uploaded budget for reconciliation of checks, for credit, payment vouchers with the help of chapter bookkeeper and NHQ office counterparts. • Review monthly financial reports in the chapter level versus BVEs report & explaining any variances to counterpart in NHQ. Also, facilitate any un-compliance issues for settlement. • Regularly coordinates with the NHQ counterpart for the finance reporting and discuss other finance concerns. • Submit all vouchers of the current for liquidations on or before 5th day of the following month. If said day falls on weekend or holiday, vouchers must be submitted earlier. • Coordinate with the signatories for signing of checks, receives & enroots for credit, reimbursement vouchers, bills, for queries in case locating its whereabouts.
<p>2. HR & Admin</p>	<ul style="list-style-type: none"> • Monitor conclusion of contract expiration such as (MOU, Project agreement, employee's contract) & notify the Head of Office & Chapter. • Prepare & modify documents including correspondence, reports, drafts, memos and emails • Negotiating with staff on issues relating pay & conditions

	<ul style="list-style-type: none"> • Coordinate with NHQ counterpart on the completion of compensations & benefit documentation • Maintains archive HR & Admin database, both electronic and hard copy
<p>3. Logistics & Procurement</p>	<ul style="list-style-type: none"> • Implements/ maintain PRC Standard practices in logistics & procurement procedures • Maintain record & facilitate payment for supplier • Provides timely advice & technical support on logistic & procurements issues to other functions within the organization • Processes & coordinates for the proper transport of items from Chapter to NHQ • Prepare, maintain & review purchasing files, reports & price lists.

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date