



### JOB DESCRIPTION

<b>Position Title:</b> Finance Analyst - 1	<b>Reports To:</b> Chief Accountant   Unit Head, Special Projects
<b>Chapter/Department:</b> NHQ - Accounting	<b>Supervises:</b>
<b>Purpose Statement</b>	
To prepare and maintain and financial records and statements related to programs and services delivered by the Philippine Red Cross.	
<b>Key Result Area:</b>	<b>Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>• <b>Cash Advance liquidation vouchers (20%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Verification of expenses incurred by the budget holders to check if they adhere to the organizations' policies &amp; follow the company's procedures</li> <li>• Check the validity of the expenses incurred to avoid unnecessary charging</li> <li>• Record the transaction using Microsoft Navision System to update the financial status of the Organization</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Book and Bank Adjustments (20%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Correcting entries for: Unrecorded expenses, remittances, receipts, erroneous charging, wrong dimensions</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Invoicing (10%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Documentation requirements before payment and receipts will be issued by the Cashier</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Maintenance of records in timely manner to keep the financial status of the organization updated. (20%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Records all transactions facilitated by the treasury office to the banks</li> <li>• Records interest earned on savings deposits and time placements</li> <li>• Records bank charges due to bank overdraft or cost of check booklets debited by the bank to our accounts</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Monthly Financial Reports, Financial Report and Other Reports (15%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Prepares the following financial reports for monthly board meeting</li> <li>• Annual External Audit</li> <li>• Cash Advance Schedule</li> <li>• Management of Reports</li> <li>• Schedule of Liquidation of Vouchers</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Bank Reconciliation (15%)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Prepares monthly bank reconciliation and adjust accordingly to update records for the following items</li> </ul>
<b>JOB SPECIFICATIONS</b>	
<b>Qualifications/Minimum Education:</b> Bachelor of Science Degree (4 Year) in Commerce/Business Administration/Accounting or related field	
<b>Personal Qualities and Skills:</b>	<b>Work Experience:</b>
<ul style="list-style-type: none"> <li>• Problem-solving ability that will help the team in making transactions, processing the data needed and reaching a resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 1 to 2 years work experience as a bookkeeper</li> </ul>