



POSITION DESCRIPTION

Name:	Position Title: Finance & Admin Officer
Department: Spanish Red Cross Delegation	Reports To: SRC Head of Delegation
Direct Reports:	Location: Mandaluyong, NCR
Purpose Statement (Principal Functions)	
<ol style="list-style-type: none"> 1. Abide by and work in accordance with the Red Cross/Red Crescent principles with integrity by modelling the RC/RC values and attitudes to promote the vision, mission, and strategic goals of the RC/RC. 2. Actively work towards the achievement of the organization goals through effective managerial and lateral relations and teamwork. 3. There will be occasions when he/she is asked to carry out additional tasks outside of these duties for variety of reasons due to the nature of humanitarian work in which PRC is engaged. As a PRC staff, s/he is expected to carry out these additional tasks willingly and responsibly to the best of her/his abilities. 4. Responsible of the entire financial management of the projects he/she is accountable for. 	
Key Result Area:	Duties and Responsibilities:
	<p>With regards to Finance:</p> <ul style="list-style-type: none"> • Coordination with PRC Finance/Accounting Division, in order to ensure that the implementation of the jointly SRC/PRC projects complies with all the financial requirements. • <u>CASH MANAGEMENT</u> <ul style="list-style-type: none"> - Petty cash Management (NHQ & Chapter) - Cash advances Management (NHQ & Chapter) - Payment Management (NHQ & Chapter) - Suppliers Management (Payment) - Bank Accounts Management • <u>REPORTING MANAGEMENT</u> <p>(just for the projects he/she is accountable for)</p> <ul style="list-style-type: none"> - COI encoding & Consolidation of Expenses per project and donor (NHQ/Chapter) - Invoice checking (Criteria: exist/does not exist and donor requirements) - Budget Line Assignment Checking (from COI database) and working with Final Validation to the Senior Finance Officer. - Bank Reconciliation in COI. - Budget Follow up. - Forecast Management

	<ul style="list-style-type: none"> • <u>MONITORING AND CONTROL</u> (just for the projects he/she is accountable for) <ul style="list-style-type: none"> - Liquidity monitoring per Donor/Project. - Monitoring of CA Liquidations - Monitoring and Closure of Incidences - Monitoring of receivables and Payables (Chapter, NHQ, Suppliers, etc.) <p>With regards to Admin:</p> <ul style="list-style-type: none"> • Collaboration with PRC Logistics/General Services/Administration Departments, in order to ensure that the implementation of the jointly SRC/PRC projects complies with all the logistics, authorization and administrative requirements from each donor, PRC and SRC regulations. • Technical support to the chapters and project staff involved under SRC Projects on logistics, authorization protocols and administrative guidelines before, during and after (reporting) the implementation of the Projects. • To ensure legal compliance by monitoring and implementing applicable requirements related to Human Resources /Manning. • To ensure that each SRC Project has a purchasing plan ("project procurement plan") during the formulation phase and/or during the first phase of each project. • Identify projects requiring support within the logistics areas of responsibility, and plan and budget for these requirements. This will include providing capacity building through mentoring and training to enable personnel to gain a high standard of knowledge and experience, thereby allowing them to become self-reliant within their fields. • To ensure that local procurement of goods and services done under SRC projects at NHQ and/or Chapters level follows donor, PRC and SRC procedures. To supervise and participate in each purchase procedure of SRC Project done at NHQ and/or Chapter level. • To ensure that each purchase under SRC Projects has a dossier or specific documentation to full audit trail standards (donor/PRC/SRC). The dossier will have all
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	<p>the documentation created during this purchase process.</p> <ul style="list-style-type: none"> • To ensure that each purchase under SRC Projects follows the authorization channels needed for PRC and SRC regulations. • Ensure sufficient consumables for office equipment are procured on a timely basis and stored for use at Manila office. • Provide timely, accurate of stock and inventory reports for Management information and donor reporting. • Provide management, guidance and maintenance of logistical fixed assets, including the arrangement of insurance. • To ensure coordination with needed department for overall management of the vehicles needed for SRC projects, including dispatch planning and the supervision of drivers. • To supervise and controlling the Sources of Verifications for each SRC Projects. To ensure that at least every quarterly, Project team update and keep a good filling for SoV of each project. • To ensure a good transfer of accountability for items/goods purchased through SRC Projects to the responsible entity identified during each project life. • To participate in the maintenance of an exclusive suppliers database for SRC/PRC projects. • To support SRC Project teams for projects traveling with hotel reservations, flight tickets and other logistic issues. • Management of VISA application procedures and Spanish embassy registration for delegates in coordination with PRC-International Relation Office. • Coordination and link between the recommendations coming from the SRC HQ and the staff of the PRC-SRC Projects.
<p>Qualifications/Minimum Education:</p> <ul style="list-style-type: none"> • Candidate must be a graduate of any 4-year course but preferably in Financial Management or any related field. 	

Personal Attributes: <ul style="list-style-type: none"> • Ability to make decisions in-line with organizational goals and values • Ability to manage multiple tasks • Collaborates with team members to achieve shared outcomes • Committed, results oriented, and have effective managerial skills • Flexibility and a willingness to contribute outside standard office hours 	Work Experience and Skills <ul style="list-style-type: none"> • Has at least three (3) years' experience in financial management positions • Experience working for an international non-profit organization and in back-donor funded project management and implementation will be an advantage. • Possess office organizational skills • Excellent use of Microsoft Office package. Advanced knowledge in Excel is required • Excellent oral and written English communication skills. • Proficient in basic computer software programs (e.g. word, excel, powerpoint, internet)
Equipment Used: Computer, scanner, printer, copier, telephone and fax machine.	Working Environment: Office Based (Field work as required)
Key Contacts: PRC NHQ Departments & Employees, PRC Chapters & Employees, PRC Volunteers	
Core Values: <i>focused, Fast, Friendly, Flexible and Forward looking</i>	
All employees shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Candidate/Position Holder

Immediate Supervisor's Name

Print Name, Signature & Date

Print Name, Signature & Date

