



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