



## JOB DESCRIPTION

<b>Job Title</b>	Chief Accountant
<b>Department / Location</b>	Finance Department / National Headquarters
<b>Immediate Supervisor's Title</b>	Finance Director
<b>Second Line Manager's Title</b>	ASG – Corporate and Business Services
<b>Number of Direct Reports</b>	TBA
<b>Number of Indirect Reports</b>	TBA

### Organizational Context

The Philippine Red Cross (PRC) is the country's foremost humanitarian organization, with a network of 102 chapters in 17 regions across Luzon, Visayas, and Mindanao. The overall objective of the PRC is to equip vulnerable communities with crisis prevention practices and orchestrate all forms of humanitarian activities tailored to alleviate the suffering and uplift the dignity of vulnerable people during and after conflict, natural and human-induced disasters, health emergencies, and other crises.

PRC is part of the International Red Cross Red Crescent Movement and one of the National Societies of the International Federation of Red Cross and Red Crescent Societies.

The PRC works to uphold and apply its seven fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality to its six major services: Blood Services, Disaster Management Services, Safety Services, Health Services, Social Services, Red Cross Youth and Volunteer Services.

PRC is composed of dedicated staffers, volunteers, partners, and donors with the intrinsic aspiration to do extraordinary things. Guided by its mantra of Volunteers + Logistics + Information Technology = A Philippine Red Cross that is Always First, Always Ready, Always There, PRC takes pride in serving the Filipino people and will always be committed to providing quality life-saving services that protect life and dignity of indigent Filipinos in vulnerable situations.

PRC is led by its Chairman, Secretary General, and Board of Governors alongside its chapters, volunteers, and staff. It has its Headquarters in Mandaluyong, Metro Manila. The Headquarters are organized into three main Divisions: (i) Program Development and Services; (ii) Chapter Services; and (iii) Corporate and Business Services.

### Job Purpose

The Chief Accountant is responsible for supervising the organization that records, analyzes, and interprets the results of the operation and summarizes these in financial terms to support the Management Decision Making process and comply with regulatory authorities such as the Bureau of Internal Revenue. He/She manages the organization's accounting function composed of 5 sections: Accounts Payable, Credit and collection, General Accounting, Special Project Accounting and Relief Fund Accounting.

This position will be directly reporting to the Finance Director and second line managing by the ASG – Corporate and Business Services.



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## Job duties and responsibilities

### Technical:

- Supervises the preparation of on time submission monthly, quarterly and annual reports required by Management and different operating departments such as the results of the operation in financial terms including profit and loss statements and balance sheets; And/or reports required by regulatory authorities such as the Bureau of Internal Revenue.
- Maintain the financial reputation of the organization by ensuring timely payments to creditors.
- Support the preparation of the Annual Audited Financial Statements by providing details of transactions, supporting papers and other information reasonably required by external auditors.
- Ensure the integrity of the organization's financial operations by adhering strictly with PRC internal policies and procedures and generally accepted accounting procedures as prescribed by the Financial Accounting Standards Board.
- Contribute to the preparation of the annual revenue and capital budgets, monitoring of financial performance and completion of the annual accounts.
- Supervise the checking and verification of claims, invoices, receipts, expenditure forms, purchase orders, payments, etc. based on Philippine Red Cross procedure, rules and regulations, directives, and guidelines.
- Provide the accounting data to heads of the various departments necessary in the implementation, control and direction of their respective work.
- Regularly reviews procedures to improve efficiency and utilization of accounting system.
- Act as a key contact person and manages the conduct of audit performed by Internal and/or External auditors.
- Assist in auditing activities by providing necessary information and preparing requested documentations.

### General Management:

- Ensuring accountability and quality of program and operations management, budget commitments, and financial management in accordance with PRC policies, standards, and practices.
- Ensuring accountability, fairness and transparency in human resources management, through - out the employment cycle including (recruitment, development, performance management, contract administration, and welfare), by maintaining trustworthy environment, providing effective support and promoting a culture of continuous learning.
- Ensuring that timely submission of the required documents, including (but not limited to): operational highlights, quarterly updates on operations and annual updates on operations as well as delivers inputs for standard reports.
- Support the Management in all other matters related to the PRC activities – including (but not limited to) ensuring strategic coherence and alignment as well as programmatic and operational coordination, support and promote chapters and NHQ fund generation units in the development of the fund-raising strategies to increase resources generated and other relevant required management support.
- Developing department's business continuity planning process.

## POSITION REQUIREMENTS

Education	Required	Preferred
Bachelor's Degree in Accountancy or Accounting related field	X	
Certified Public Accountant		X
Associated/Member with PICPA and other related associations	X	
Experiences	Required	Preferred
At least five (5) years of full-time experience in Accounting or similar role.	X	
At least (5) years supervisory experience	X	
Experience of working with Red Cross/Red Crescent		X



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Experience of working for a humanitarian / non-profit organization		X
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
In-depth understanding of Generally Accepted Accounting Principles (GAAP)	X	
Hands-on experience with accounting software packages	X	
Exceptional interpersonal skills, including coaching and training	X	
Excellent written and verbal communication skills	X	
Ability to make decisions in-line with organizational goals and values	X	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Fluently spoken and written English	X	
<b>Competencies</b>		
<b>Core Values:</b> Focused, Fast, Friendly, Flexible, Forward-looking		
<b>Core Competencies:</b> Communication; Collaboration & Teamwork; Decision-making; Client Relations; Creativity & Innovation; Building Trust		
<b>Managerial Competencies:</b> Managing Staff Performance; Managing Staff Development; Project Management		
<b>Functional Competencies:</b> Building Partnership; Strategic Direction; Leadership; Mentorship		

### How to apply:

Please send us your most updated CV and Motivation Letter to: [prc.recruitment@redcross.org.ph](mailto:prc.recruitment@redcross.org.ph), with the subject of the position title you are applying for.

**Application Closing Date: 30 March 2023**