



Vacancy No : SC-2011-011
Date Issued : 13 March 2011
Closing date : 8 April 2011

I. Position Information

Job code title: **Finance Assistant**
Pre-classified Grade: SC-6
Supervisor: Raphael P.M. Lotilla / Mary Ann dela Pena
Duty Station: Manila, Philippines
Duration: One (1) year

II. Organizational Context

Under the general guidance of the Executive Director and direct supervision of the Finance Manager/Head, the Finance Assistant shall perform general accounting services for the PRF Secretariat and Technical Services, including for the various activities and events of the EAS Partnership Council, EAS Congress, Ministerial Forum and Executive Committee.

He/she shall handle bookkeeping, bank transactions, accounts analysis, balance sheets of PRF transactions, contracts monitoring and disbursements.

The Finance Assistant promotes a client, quality and results-oriented approach. He/she ensures that the resources of the PRF Secretariat Services are used optimally and in accordance with the appropriate policies and procedures.

III. Functions / Key Results Expected

Monitoring and Accounting Services

- Monitors all contracts related to PRF Services
- Checks and reviews financial reports including budget analysis and expenses
- Processes requests for payments to include
 - a. sorting out of expenditures and allocating to proper budget line codes
 - b. preparation of vouchers
 - c. preparation of checks
 - d. releasing of checks
- Generates monthly financial reports/monthly bank reconciliations
- Assists in audit activities
- Processes all travel-related expenditures to include:
 - a) computation of travel authorizations
 - b) checks preparation
 - c) releasing of checks to respective travelers concerned
 - d) computations and processing of travel claims

Bank Transactions

- Handles bank transactions, i.e., bank deposits, transfers and encashment
- Deposits salary checks, bank transfers, and other cash intended for PRF accounts
- Withdraws cash for project activities
- Obtains from banks monthly bank statements and debit/credit memos for PRF accounts

Administrative Support

- Reviews and reconciles materials/supplies requisitions as against monthly consumption report
- Prepares monthly analysis of supplies consumption
- Assists in the conduct of physical inventory of supplies and non-expendable equipment
- Assists in the preparation of monthly monitoring report of contracts for consultants and other organizations
- Assists in the processing of Purchase Orders (POs) to include:
 - a. ensuring that POs are sent to concerned suppliers
 - b. monitoring and processing of payments
 - c. monitoring delivery of goods or services
 - d. receiving goods and services

IV. Impact of Results

The key results directly impact on the timing and rate of delivery of the Secretariat Services of the PRF, as well as in the overall success in implementation of the PEMSEA workplan.

Accurate appreciation, analysis, organization, and delivery of support services are necessary to ensuring client satisfaction and contribute to the overall effectivity of the PRF, ultimately affecting satisfaction of the clients, specifically the PEMSEA Partners, and perceptions of PEMSEA as a regional mechanism.

Errors in decisions will adversely impact the integrity of the PRF and the entire PEMSEA in general, and could lead to serious conflicts and issues, so that careful and thorough understanding, attention, and consistency should be ensured at all times.

V. Competencies and Critical Success Factors

Strong sense of corporate Responsibility and teamwork	<ul style="list-style-type: none"> • Serves and promotes the vision, mission, values and strategic goals of PEMSEA • Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with colleagues, clients, partners, and constituents within and outside of the organization; • Maintains effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender • Responds flexibly and positively to change
Competence	<ul style="list-style-type: none"> • Sets clear performance goals and standards ; responsibly adheres to them in executing functions; • Executes day-to-day tasks smoothly, confidently, systematically and efficiently • Seeks innovative approaches and solutions • Has multi-tasking abilities • Has the ability to apply good judgment and in the context of assignments given • Utilizes all available and accessible IT resources as a tool in achieving results
Results Orientation	<ul style="list-style-type: none"> • Plans, prioritizes and delivers tasks on time, • Produces results that substantially meet established goals and standards
People Skills and Client Orientation	<ul style="list-style-type: none"> • Relates to, and deals with, colleagues, partners and clients comfortably with confidence, cordiality, diplomacy, equity, and respect; • Demonstrates a strong sense of client orientation and clear understanding of the context where and how his/her services will impact others and the work of others Strives for quality client-centered services • Avoids conflict and acts as a skillful mediator / negotiator during conflicts

Learning, Innovating and Knowledge Sharing	<ul style="list-style-type: none"> • Is self-motivated, dedicated, diligent, attentive to details • Demonstrates capacity to learn and pursue personal and professional development; • Contributes creative, practical ideas and approaches to deal with challenging situations • Assimilates and analyzes new learning from experiences and lessons learned, seeks new knowledge, information, insights, and best practices from within and outside the organization; • Applies all of the above progressively in the performance of daily functions, shares them with colleagues and all concerned within and outside the organization; • Is willing to impart knowledge and expertise to co-workers and partners; and to provide information to collaborators and other clients and the general public.
Communication	<ul style="list-style-type: none"> • Demonstrates effective written and oral communication skills; • Exhibits confidence in facilitating, presenting and responding to groups and individuals.

VI. Recruitment Qualifications	
Education:	A Certified Public Accountant
Experience:	3-5 years experience with an international organization in the field of Finance and Accounting; experience in the UN ATLAS system an advantage
Language Requirements:	Fluency in English and national language of the duty station

The selected candidate will receive a salary that is commensurate with his/her background and work experience. Interested applicants are requested to complete the UN Personal History Form (P.11), available in our website <http://www.undp.org.ph/jobs/> and send to:

humanresources.ph@undp.org / info@pemsea.org

or

Human Resources
United Nations Development Programme
30th Floor, Yuchengco Tower I, RCBC Plaza
Ayala Ave., cor. Sen. Gil Puyat Ave., Makati City

indicating the Vacancy No. and Post title on or before **8 April 2011**. Kindly note that only completed P.11 forms will be reviewed. UNDP is an equal opportunity employer. Please note that we will contact only the short-listed candidates.