Post Title: IRBM Project Finance and Administration Officer
Type: National/Local
Duty Station: Manila, Philippines
Duration: Fixed-term of 2 years with possibility of extension, subject to satisfactory performance and availability of project funds
Closing Date: 12 May 2023

Organizational Context

Under the supervision of the IRBM Regional Project Manager (RPM), the Finance and Administration Officer (FAO) is responsible for the efficient and effective execution of financial services and processes, and the transparent utilization of financial resources of the IRBM project. The FAO promotes a client-oriented approach consistent with the prevailing rules and regulations of UNDP and PEMSEA. The FAO will guide all National PCUs in the preparation of budgets in accordance with the Project Document, ensuring that all funds are spent in line with approved work plans. Other key tasks include overseeing the administration and procurement processes of the RPO, the reporting of project expenses, preparing for financial audits, dealing with cash advance requests, and generally ensuring solid fiduciary management of the project.

Key Functions/Key Results

Summary of key functions:
- Implement operational strategies;
- Install the project’s financial systems and procedures, in accordance with UNDP’s existing guidelines and national execution;
- Orient project staff on the use of the project’s financial systems and procedures;
- Manage cash advance requests, including budget preparation and approval, and liaise both with National PMO and external party to ensure timely cash disbursement and accurate recording of all cash advance requests;
- Responsible for accuracy of funding requests and expenditures, completeness of documentation and availability of funding resources;
- Monitor cash advance settlement to ensure smooth operations of cash advance request;
- Manage petty cash to ensure adequate cash for day-to-day operations;
- Provide accounting and administrative support to Regional and National PMOs;
- Manage day to day operation of the project’s finance affairs and associated functions to ensure smooth running operation of the project’s finance aspects;
• Closely monitor the operation of the projects budget and maintain project accounts with current information while ensuring that the budget is used in accordance with the approved Work Plans and budgets;
• Monitor projects expenditure (commitment and disbursement) based on project records;
• Ensure full compliance with the prevailing rules and regulations of financial processes, financial records and reports and audit follow up, including implementation of an effective internal control framework;
• Maintain solid understanding of Accounting Principles and Audit Procedures to ensure that all financial transactions are in line with the UNDP and PEMSEA guidelines;
• Review and clarify cash advance request budget before being approved by Regional Project Manager;
• Process cash advance request in a timely manner including liaising with National PMO and external party to solve any issues hindering the cash disbursement;
• Maintain proper control of the supporting documents for payments and financial reports for IRBM Project, including the preparation of all types of vouchers;
• Maintain the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded, travel claims, other entitlements are duly processed;
• Assist Regional PMO with financial reporting and other tasks as required.

**Qualifications and Skills Required**

**Education:** Bachelor Degree in Finance, Business or Public Administration. Specialized certification in Accounting and Finance is required.

**Experience:** At least 5 years of progressively responsible finance experience is required at the national and international levels.

**Language Requirement:** Fluency in written and spoken English is a must. Ability to speak the language of one of the six participating ASEAN countries would be an asset.

**IT Skills:** Proficiency in the use of various software applications (MS Word, MS Excel, MS Project, and Financial Systems) and adequate knowledge and practical experience in handling web-based management systems.

**Other Requirements:**
• Demonstrated strong familiarity with PEMSEA and UNDP development projects;
• Knowledge of and experience in administration, finance and purchasing of development projects will be highly desirable;
• Strong knowledge and solid experience in coordination of project management support are essential as well as ability to draft high quality correspondence on budget-related issues, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.;
• Good inter-personal and team building skills.

**Submission of Applications**

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org. Kindly indicate the vacancy
number and post title when applying (in the subject line) by email. The deadline for submission of application is 12 May 2023. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

PEMSEA seeks to increase the number of women at senior levels and therefore, qualified women are particularly encouraged to apply. PEMSEA will make every effort to facilitate the employment of persons with disabilities.

For more information on PEMSEA, please visit www.pemsea.org