

VA/PRF/FCM/2025-007

Title	Finance and Contracts Manager
Type	National Officer
Duration	Initial 2-year Contract (Renewable)
Closing Date	15 November 2025

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote sustainable development of coastal and marine areas. It comprises of 11 country and 22 non country partners in the East Asian Seas region who are committed to implement a joint regional strategy called the ‘Sustainable Development Strategy for the Seas of East Asia’ (SDS-SEA). The PEMSEA Resource Facility serves as the technical and secretariat arm of the Partnerships.

ORGANIZATIONAL CONTEXT

Under the guidance of the Executive Director and direct supervision of the Head of Finance and Administration Unit, the Finance and Contracts Manager (FCM) will perform general accounting services for the PEMSEA Resource Facility (PRF). S/he will serve as the principal assistant with responsibility for accounts maintenance and budget control functions in the office.

SCOPE OF WORK, DUTIES AND RESPONSIBILITIES AND DELIVERABLES

Scope of Work

The FCM will carry out its duties and responsibilities detailed as follows:

- Financial management: Develop and manage budgets, monitor financial expenditures, ensure compliance with financial regulations, and provide financial reports.
- Contract administration: Oversee the project’s grants and procurement process, ensure compliance with grant/contract terms, manage partner and vendor relationships, and handle grant/contract documentation.
- Reporting and analysis: Prepare financial statements, conduct financial analysis, and provide strategic financial advice.
- Internal controls: Implement and maintain robust internal financial controls and procedures.
- Auditing: Facilitate and provide information for internal and external audits.

In addition, the FCM shall be responsible in handling the financial and budget management of the Philippine Rise Integrated Conservation for Enduring Legacies Through Ecosystem Support Services



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(PRICELESS) Project and ensure delivery of the following services to support the following components of the project:

COMPONENT 1:	Improved management of the Philippine Rise Marine Resource Reserve (PRMRR), meeting e-NIPAS (Expanded National Integrated Protected Area System) requirements
Outcome 1.1: Improved management of the Philippine Rise Marine Resource Reserve (PRMRR), meeting e-NIPAS (Expanded National Integrated Protected Area System) requirements	<p>Output 1.1.1 – 1.1.5</p> <ul style="list-style-type: none"> • The FCM will provide overall project operations and finance support and grants monitoring during start-up, implementation, and close-out of activities of participating project partners • Ensure project beneficiaries' adherence to donor requirements • Support capacity needs assessment • Support procurement of equipment • Build capacity of technical staff with regards to financial policies and procedures
COMPONENT 2:	Improved protection of the PRMRR Strict Protection Zone (SPZ) through awareness-raising, education, and enforcement of laws within the strict protection zone
Outcome 2.1: Improved management support and protection of biodiversity within the 49,684 ha of the Strict Protection Zone of the PRMRR	<p>Output 2.1.1 – 2.1.6</p> <ul style="list-style-type: none"> • Process the grant agreement for the delivery partner (Rare) to deliver Outputs 2.1.4 and 2.1.5 • Review financial reports of ZSL
COMPONENT 3:	Sustainable resource use and livelihoods incentivized, and enforcement improved in the Multiple Use Zone of the PRMRR.
Outcome 3.1: Sustainable resource use incentivized within the PRMRR multiple use zone, covering 302,706 ha	<p>Output 3.1.1 – 3.1.4</p> <ul style="list-style-type: none"> • Process the grant agreement for the delivery partner (Haribon) to deliver Outputs 3.1.2 and 3.1.3 • Review financial reports of Haribon
Outcome 3.2: Enforcement improved in the PRMRR multiple use zone	<p>Output 3.2.1 – 3.2.2</p> <ul style="list-style-type: none"> • The FCM will support the procurement of equipment needed for enforcement coordination
PMC	Project Management Costs
	<ul style="list-style-type: none"> • Approve monthly financial and administrative reports • Support external auditors in auditing the project account • Provide finance orientation to new contractors/sub-grantees • Maintain records of funds transferred to subgrantees and expenses liquidated, review financial liquidations, and endorse the release of the next tranche.

WORKING ARRANGEMENTS



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Institutional Arrangement

The FCM will be reporting directly to the Head of Finance and Administration Unit in close coordination PRF Executive Director, PRICELESS Project Manager and DENR -BMB Finance Unit.

Duration of the Work

Expected duration of work is for initial of 2 years, renewable subject to performance.

Duty Station

The FCM will be based at the PRF Office.

Education

- Bachelor or Master's Degree or equivalent in Finance, Business Administration, Public Administration, Economics or related field is required.
- Certifications in accounting and finance such as CA, CPA or related field an asset.

Experience

- A minimum of two (2) years post master's degree or four (4) years post bachelor's degree of relevant experience at the national or international level with responsibility for project accounting, budgeting and financial reporting in computerized environment.
- Experience with UN agencies or other donor financial procedures in the areas of accounting, budget, reporting and other financial controls including bank account operations is desirable.

Other Competencies

- Knowledge of IPSAS highly advantageous.
- Good knowledge of budget management and reporting for multi-donor trust funds.
- Knowledge of financial oversight for implementing partners and grants an asset.
- Knowledge of ERP financial and programme application an asset.
- Strong math skills, enjoy solving complex problems, ability to analyze large amounts of data, and very detailed oriented.
- Proficiency in word processing and spreadsheets and experience with MS Office versions.

Submission of Application

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 **15 November 2025**.

Additional Consideration

Only those candidates that are shortlisted will be notified.