



TERMS OF REFERENCE FINANCE DOCUMENT FILER

General Information

Reference: VA/TEMPORARY CONTRACTOR/PRF/2026/001
Title: Finance Document Filer
Duty Station: PRF Headquarters
Duration of Assignment: July – Sep 2026

Background

Partnerships in Environmental Management for the Seas of East Asia (PEMSEA) is an intergovernmental organization specializing in ocean governance for the Seas of East Asia. Beginning as a regional project in 1993 under the United Nations Development Programme (UNDP) with funding support from the Global Environment Facility (GEF), 11 countries in the region worked together to transform PEMSEA into a fully self-sustaining regional organization with a mission to foster and sustain healthy and resilient oceans, coasts, communities and economies across the Seas of East Asia through integrated management solutions and partnerships. PEMSEA's mandate is to jointly implement a regional marine strategy, the Sustainable Development Strategy for the Seas of East Asia (SDS-SEA).

PRF is seeking 1 qualified temporary contractor to provide document management support to the Finance Unit.

Roles and Responsibilities

Under the guidance of the Finance Manager, direct supervision of the Finance Clerk (or other designee of the Finance Manager) and in close cooperation with other members of PRF's Finance Unit, the temporary contractor will perform the following:

- a) Physically search and collate all supporting documents of financial transactions (payments, receipts, and other journal entries) and ensure completeness of documents for each transaction. Identify and keep a record of all missing documents.
- b) Stamp "PAID" and mark the date (as applicable) on all completed/paid payment/disbursement vouchers and related supporting documents.
- c) Scan documents, following the instructions of the Finance Clerk.
- d) Review and check each scanned file to ensure completeness and clear and readable image quality.
- e) Rename each scanned file following the naming configuration to be provided by the Finance Clerk.
- f) Create electronic file folders (and sub-folders, as necessary) by date, by voucher number, or by other orders or arrangements to be instructed by the Finance Clerk.
- g) Prepare a directory of electronic files.
- h) Secure and manually bind, label, and store, in an orderly manner, all scanned physical documents.
- i) Provide assistance in retrieving and compiling documents required for activities such as audits, evaluations, assessments, etc.
- j) Ensure upkeep and cleanliness in area of work and activity at the end of each working

- day.
- k) Provide proper turn-over and orientation to the Finance team of all completed assigned tasks, physical and electronic files, unused supplies, and assigned equipment.
 - l) Perform other related tasks to be instructed by the Finance Clerk.

Qualifications and Skills Required

On educational background: College graduate in the fields of business (preferably major in Accounting), Information Systems/Management, or Management Engineering.

On experience: At least one year of relevant work experience, fresh graduates will also be considered.

Preferences:

- experience in filing and storing documents in an office or accounting/finance setting.
- experience in bookkeeping, accounting, and/or auditing, as a staffer or support-staff.

On communication tools, software, and hardware:

- Familiarity and experience in handling, reading, and analyzing accounting documents, accountable forms (invoices, official, receipts, purchase orders, etc.)
- Proficient in using MS Excel
- Preferably, with working knowledge of SAP and MS word
- Ability to operate basic office equipment such as scanner and printer

Other qualifications:

- Proactive, helpful, and patient, with a strong commitment to providing excellent customer service.
- Ability to adapt to new technologies and changing user needs.
- Physically capable of lifting files and documents of light to manageable weights.

Applicants are requested to submit cover letter and CV via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and title of requirement when applying (in the subject line) by email. For example: VA/ Temporary Contractor/PRF/2026/001 – Finance Document Filer

Deadline of application is on June 24, 2026. Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org.