



TERMS OF REFERENCE

PROJECT FINANCE AND DATA MANAGEMENT ASSISTANT

GENERAL INFORMATION

Reference	VA/PRF/2026/009
Title:	Project Finance and Data Management Assistant
Duty Station:	Metro Manila, Philippines
Duration:	Contract is until December 31, 2028, subject to satisfactory performance and availability of project funds
Deadline of application submission:	July 31, 2026

BACKGROUND

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 11 country and 22 non-country partners in the East Asian Seas region committed to implementing a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility (PRF) serves as the technical and secretariat arm of the Partnership.

The MOF/PEMSEA ODA Project on Reducing Marine Plastics in the East Asian Seas Region is being implemented with support from the Ministry of Oceans and Fisheries of the Republic of Korea. The project aims to reduce marine plastic pollution through pilot projects, capacity development, awareness building, beach monitoring, and strengthened regional and national collaboration.

The Regional Project Management Unit (RPMU) coordinates the administrative, financial, technical, and monitoring requirements of the project. The project receives financial documents from consultants, suppliers, project partners, government agencies, local government units, and other implementing entities. It also receives beach-monitoring data from participating beach monitoring institutes. To support the timely processing of financial documents and the systematic management of project data, the project intends to hire a **Project Finance and Data Management Assistant**.

The successful candidate will work under the overall supervision of the Regional Project Manager and the direct supervision of the Finance Manager of PEMSEA performing the duties and responsibilities detailed below.



DUTIES AND RESPONSIBILITIES

Financial and Administrative Support:

- a. Receive, review, and organize financial documents, including invoices, official receipts, billing statements, expense claims, travel documents, liquidation reports, purchase documents, contracts, and supporting records;
- b. Conduct an initial check of submitted financial documents for completeness, accuracy, consistency, required signatures, dates, amounts, and supporting attachments;
- c. Coordinate with staff members, consultants, suppliers, and project partners to obtain missing, incomplete, or corrected supporting documents;
- d. Prepare payment processing packages, vouchers, summaries, checklists, and other documents required for review and approval;
- e. Encode financial transactions and relevant information into PEMSEA's financial management software, spreadsheets, and tracking systems;
- f. Initiate payments by preparing checks, telegraphic transfer forms, and/or entering data in PEMSEA's bank payment system;
- g. As needed, perform over-the-counter bank transactions;
- h. Maintain updated records of payments, advances, liquidations, contractual obligations, budget utilization, and outstanding financial documents;
- i. Assist in reconciling financial records with payment documents, bank records, accounting reports, and approved project budgets;
- j. Prepare accrual, adjusting entries, and related computations;
- k. Support the preparation of periodic financial summaries, expenditure reports, budget monitoring tables, and financial documentation required by project management, auditors, donors, and implementing partners;
- l. Maintain an organized filing system for original and electronic financial documents in accordance with project and institutional requirements;
- m. Scan, name, classify, and archive documents using a consistent electronic filing and document-control system;
- n. Maintain the confidentiality and security of financial, contractual, personnel, and administrative information; and
- o. Provide administrative and logistical support for project meetings, workshops, travel, procurement, and other project activities, as required.

Beach Monitoring Data Management:

- a. Receive beach-monitoring datasets, reports, photographs, field forms, and related submissions from participating beach monitoring institutes;
- b. Record and track the submission status of beach-monitoring data from each participating institute and monitoring site;
- c. Conduct an initial review of submitted data to identify missing fields, inconsistent entries, duplicate records, incorrect formats, unusual values, and incomplete supporting information;



- d. Coordinate with beach monitoring institutes and designated technical staff to clarify, correct, or complete data submissions;
- e. Encode, clean, classify, and consolidate beach-monitoring data using approved templates, spreadsheets, databases, or project information systems;
- f. Maintain a structured database containing information such as monitoring dates, locations, survey areas, waste categories, quantities, weights, photographs, participating institutions, and other relevant indicators;
- g. Apply consistent file names, data codes, monitoring-site identifiers, waste classifications, and version-control procedures; and
- h. Maintain backup copies of datasets and supporting files and ensure that the latest validated versions are properly identified and stored;

General Project Support:

- a. Maintain close communication with relevant project staff and promptly report delays, inconsistencies, or documentation issues;
- b. Participate in project coordination meetings and prepare notes, updates, or action lists, as required;
- c. Assist in preparing documents, tables, presentations, and supporting materials for project meetings and reporting;
- d. Support the retrieval of financial and monitoring records during internal reviews, evaluations, audits, and project reporting exercises;
- e. Follow the project's financial, administrative, data-management, information-security, and document-retention procedures;
- f. Perform other related duties assigned by the Regional Project Manager and Finance Manager of PEMSEA that are consistent with the purpose of the position.

QUALIFICATIONS AND SKILLS REQUIRED

Education: Graduate of bachelor's degree in accounting, finance, business administration, economics, statistics, information management, information technology, data science, environmental science, public administration, or another relevant field.

Experience: At least 3 years of relevant experience in finance, accounting, administration, or data management. Background in financial document processing, dataset organization, or work with government/international/nonprofit organizations is a plus; familiarity with environmental monitoring or field data is desirable but not required.

Language Requirement: Proficient in written and oral communication skills in English.



Technological Skills: Working knowledge of financial/accounting software (preferably SAP) and strong Microsoft Office proficiency, particularly Excel (formulas, pivot tables, data validation) and Word/PowerPoint/Outlook. Basic database skills (data entry, cleaning, validation, record management), with familiarity in tools like Microsoft Access or Google Sheets a plus. Strong organizational skills for managing electronic files and preparing accurate financial/data summaries.

HOW TO APPLY

Applicants are requested to submit a cover letter and updated CV via email to recruitment@pemsea.org. Kindly indicate the vacancy reference number and position title in the email subject line.

Example: VA/PRF/2026/009- Project Finance and Data Management Assistant

Deadline of application: July 31, 2026

We are committed to fostering a diverse and inclusive workplace. We encourage applications from women, men, and individuals of all gender identities, as well as people from diverse social and cultural background.

Only candidates that are shortlisted will be notified. For more information on PEMSEA, please visit www.pemsea.org



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