PEMSEA

TERMS OF REFERENCE
FINANCE ADMINISTRATIVE ASSISTANT

General Information

Reference:	VA/PRF/2026/014
Title:	Finance Administrative Assistant
Duty Station:	PRF Headquarters
Duration of Assignment:	December 2026 to March 2027
Type of Assignment:	Temporary
Deadline of Submission of application:	November 30, 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.

DUTIES 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) Receive, review, and organize payment requests, including invoices, official receipts, billing statements, expense claims, travel documents, purchase documents, contracts, and other supporting records for endorsement to the Finance Clerk;
c) Conduct an initial check of submitted financial documents for completeness, accuracy, consistency, required signatures, dates, amounts, and supporting attachments;
d) Stamp "PAID" and mark the date (as applicable) on all completed/paid payment/disbursement vouchers and related supporting documents.
e) Coordinate with staff members to obtain missing, incomplete, or corrected supporting documents;
f) Act as reliever and back-up in processing payment requests through SAP;
g) Scan documents, following the instructions of the Finance Clerk.
h) Review and check each scanned file to ensure completeness and clear and readable image quality.

PEMSEA

i) Rename each scanned file following the naming configuration to be provided by the Finance Clerk.
j) 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.
k) Prepare a directory of electronic files.
l) Secure and manually bind, label, and store, in an orderly manner, all scanned physical documents.
m) Provide assistance in retrieving and compiling documents required for activities such as audits, evaluations, assessments, etc.
n) Ensure upkeep and cleanliness in area of work and activity at the end of each working day.
o) Provide proper turn-over and orientation to the Finance team of all completed assigned tasks, physical and electronic files, unused supplies, and assigned equipment.
p) Perform other related tasks to be instructed by the Finance Clerk and Finance Manager.

QUALIFICATIONS AND SKILLS REQUIRED

Education: College graduate in the fields of accountancy and business management. Preferably Bachelor of Science in Accounting or Financial Management.

Experience: At least two years of relevant work experience.

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.

Tehnical Skills:
- 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

Interpersonal Skills:
- Organize, 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.

PEMSEA

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/PRF/2026/014 – Finance Administrative Assistant.

Deadline of application is on November 30, 2026. Only candidates that are shortlisted will be notified.

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