

**VACANCY FOR BOOKKEEPER – PHILIPPINES AND MEKONG OPERATION
(Cagayan De Oro, Philippines Based)**

Term of Reference

ROLE	Bookkeeper
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Overall Purpose of the Position:
Primarily responsible for providing financial management support for an effective and efficient program and project implementation. Maintains financial records and ensures real time and accurate recording in quick books on the financial transactions of Philippines and Mekong Operations.

REPORTS TO	Finance Manager for Philippines and Mekong Operations
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Responsibilities:
<p>Working with Project Team:</p> <ul style="list-style-type: none"> • Work closely with the Project Team and Finance Manager in providing monthly project financial variance reports for management and implementation guidance of the project; • Review partners’ financial reports in coordination with the grants team; The review is not equivalent to an 100% audit of the report. • Report to grants programme, finance manager, DED and ED and relevant project/programme managers, on the partner financial reports and on relevant outstanding advances on a monthly basis. • Provide finance bookkeeping advice and contribute to finance management training for partners as needed; <p>Overall Finance Functions:</p> <ul style="list-style-type: none"> • Make sure that all financial transactions complies with donor requirement and Samdhana financial policies; • Support the project team in processing financial transactions on a timely manner following finance procedures and in accordance to the budget codes and availability of funds- e.g. budget requests, liquidations, reports and others; • Ensures all related documents such as receipts, contracts, purchase order, cash advance requests, etc. are verified, complete, authentic, original without any alterations and are attached to the vouchers or payment requests so that only authorized and correct payments are made; Ensure that the vouchers payables follow the prenumbered check vouchers that the disbursement officers use. • Performs real time recording of Samdhana financial transactions to the quick book accounting system; • Ensures that policies on payments and project cash advances are strictly followed; • Check liquidation reports and make sure that supporting documents are signed, valid, authentic and complete; • Submit a monthly report to the finance manager on all accounts receivables, accounts payables. Reports should reflectaging of all accounts including all advances of employees, partners and third partner. These include unliquidated personnel advances; partners advances/status of financial reports, inter-project transactions • Prepare monthly bank reconciliation for review by the Finance Manager on a monthly basis • Prepares an annual Bureau of Internal Revenue Alpha listing for compensation and expanded withholding tax and ensures the timely submission to the BIR; • Make sure that all financial documents are scanned and filed on a weekly basis; • Ensure that all procurement requests are following The Samdhana procurement policies and procedures; • Assist the Finance and Administration Manager for annual audit (institutional and project);

- Assist the Finance and Administration Manager for Phil/Mekong Operations in the submission of Annual Reports to BIR and Securities and Exchange Commission (SEC)
- Attends regular monthly meetings

Administrative Functions:

- Coordinates with the HRA Officer - Disbursements for the preparation and submission of monthly reports to Social Security System, PhilHealth, Home Development Mutual Fund, Bureau of Internal Revenue;
- Participate and assist in project meetings, assessment/evaluation and other related activities that are necessary for the successful delivery of the project outputs;
- Coordinates with administrative staff to ensure that proper bidding and procurement processes are complied with;
- Adhere to HR, Finance and Administrative policies and procedures; and
- Perform other tasks that may be assigned by the line manager or the management team as necessary.

Working Relationships:

Internal : HRA Unit, Project Team

External : Community Partners, Networks

Qualifications :

Education and Experiences:

- Graduate of BS Accountancy, Management Accounting, BSBA Finance or any related course (Preferred)
- Must have at least 4-5 years of working experience in NGO environment (desired)

Knowledge and Skills:

- Computer proficient
- Keen attention to details
- Good in oral and written communication skills
- Good Organizational Skills
- Resourceful
- Takes initiative or is resourceful.
- Strong interpersonal and analytical skills.
- Must be able to deliver reports or task on time.
- Knowledge in finance principles
- Proficiency in relevant accounting software
- Has a strong sense of urgency
- Critical thinking skills
- Strong Decision making skills

Working Attitudes and Habits:

- Must have strong inquisitive skills
- Optimistic
- Collaborative but honest
- Willing and open to learn
- Can keep confidential information confidential
- Commitment is to the organisation and its vision/values

Terms and Conditions

- Fulltime employment after a satisfactory assessment
- The duty station is in Cagayan de Oro, Philippines
- Start date: immediately.

Application procedures

Only shortlisted candidates will be contacted.

Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrd@samdhana.org at **the latest on 17 April 2024**