

TERMS OF REFERENCE

POSITION: Finance and Administrative Officer

I. Background and Objectives

Project Inclusion Network Inc. (PIN) is a nonprofit organization that aims to contribute to a society where we realize the potential of Persons with Disability to participate and contribute to their respective communities. We believe that when Persons with Disability have access to opportunities, we build a more inclusive and barrier-free Philippines.

PIN is guided by its core values Integrity, Inclusion, and Imagination. We hold ourselves to the highest standard of excellence, accountability, and compassion to the people we work with, and for.

We strive to understand the complex, and nuanced experiences of Persons with Disability, and their communities that we work with, and inform, and center our programs on their needs, and active participation. At the heart of our work are communities working together to respect, recognize, and realize the potential of everyone.

We recognize complex problems most likely require complex solutions, so we dream, adapt and put in the hard work to the best of our abilities, and circumstances.

Since 2013, PIN has improved access to opportunities for 3,000+ Persons with Disability through its different programs – facilitating career readiness assistance, skills training, and employment advocacy for Persons with Disability.

We implement an access-to-work model which prepares Person with Disability jobseekers for the workplace, and at the same time, enables employers to become disability-ready. It also supports both of their transitions into an inclusive workplace.

PIN is looking for a Finance and Administrative Officer to lead the organization's implementation and improvement of its financial and administrative policies and practices, which is crucial to maintaining the credibility of the organization to its stakeholders, partners, and donors.

II. Scope of Work

The Finance and Administrative Officer shall undertake the following responsibilities:

1. Reviews the financial statements including bank reconciliation;

2. Preparation of Admin and Finance budget including the collation of budget from units for consolidation;
3. Monitors and reviews spending vs. budgets at unit and organizational level;
4. Responsible for the Implementation of Admin and Finance policies and procedures including ensuring accuracy, completeness and compliance of payment voucher package;
5. Monitors and tracks payments and releasing of checks to payees and suppliers;
6. Review and comply with the statutory government reports;
7. Preparation of payroll instructions to be sent to outsourced bookkeeping Company for processing;
8. Ensure compliance of employees, vendors and suppliers by providing them information on the policies and procedures and responding to inquiries;
9. Responsible for complete coordination with the suppliers on pre-accreditation requirements and orders;
10. Assists HR in collating pre-employment requirements and monitoring of off-boarding employees through exit clearance form;
11. Writing/editing proposed procedures related to Admin and Finance;
12. Maintains custody and safekeeping of Organizational documents in compliance with the established policies and procedures;
13. Supervises Finance and Admin Assistant
14. Leads the process of compliance to PCNC for eligibility for renewal
15. Responsible for other tasks and assignments given by management from time-to-time.

Knowledge, Skills and Abilities required

1. Certified Public Accountant
2. At least 3 years of working experience in the related field is required
3. Experience working in an NGO is preferred but not required
4. Knowledgeable in accounting principles and practices and the analysis and reporting of financial data.
5. Ability to understand and apply current accounting guidelines, system update and revisions, and policy changes
6. Excellent attention to details and office management
7. Leadership, organizational, analytical, interpersonal and communication (written and verbal) skills
8. Knowledgeable in statutory and external reportorial requirements
9. Ability to compare data from a variety of sources for accuracy and completeness
10. Ability to provide advice and support on matters relating to Administrative and Finance process
11. Ability to determine work priorities
12. Ability to meet schedules and deadlines of the work area



13. Possess high level of integrity

Please send your updated CV to hr@projectinclusion.ph.

Successful candidate will be based in Mandaluyong.

Only shortlisted applicants will be contacted.

Project Inclusion Network Inc. (PIN) is an equal opportunity employer.