

## TERMS OF REFERENCE

### **DESIGNATION: FINANCE and ADMINISTRATIVE MANAGER**

Unilab Foundation requires the services of an individual for a position of **Finance and Administrative Manager** in a 5-year project with international donor funding. Successful applicant will be initially contracted for one year subject to annual contract renewal based on positive performance review.

#### **Background and Purpose of the Role**

The purpose of the Alliance is to create a pipeline of high skilled and adaptive (learning) workforce who meets the evolving requirements of the manufacturing sector, through the development of industry-led technical and further education systems with better-defined, harmonized skills and qualifications descriptors, competency and training standards.

Finance and Administrative Manager will be responsible for developing policies and managing all aspects related to finance, administration, and contracts and ensure compliance to USAID and Unilab Foundation.

#### **Scope of Work**

The successful candidate will be responsible for the following:

- Reports to the Deputy Chief of Party
- Oversees the Finance, Administrative, and Contracting functions
- Plans, organizes and implements Finance, Administrative, and Contracts operations and objectives; coordinates and integrates all activities toward achievement of established goals and objectives of the Project;
- Reviews and approves specific finance, administration, contracts related activity and documents in accordance with the donor agency and Unilab Foundation (ULF) policies and procedures;
- Reviews the financial statements;
- Reviews the check and journal voucher package;
- Reviews the contracts with Vendors, Awardees and Sub-awardees of the project;
- Reviews critical award terms and conditions to ensure adherence and compliance to donor agency and Unilab Foundation (ULF) regulations;
- Plans, manages, coordinates, and implements donor agency and ULF reportorial requirements;
- Develops proposed procedures related to Finance, Administrative, and Contracts to comply with the donor agency and ULF policies and procedures;
- Develops and maintains the project's Operations Manual
- Keeps abreast with the requirements to comply with donor agency and ULF policies and procedures related to Finance, Administrative, and Contracts;
- Interprets the Project's financial results to management and recommend improvement activities adequate for achieving the over-all goals and objectives of the Project;

- Reviews of the Project's finance, administrative and contracts related bottlenecks and recommend changes therein;
- Reviews the content of awards and sub-awards before submission to the Deputy Chief of Party which includes the budget, cost extensions, and other transactions;
- Oversees the Project's procurement and the related contracting activities including pre-qualification, negotiation and review and revision of contracts as needed;
- Assists with the discussion, reviewing and negotiating the terms of awards and sub-awards;
- Leads and coordinates with the auditors on the audit process and requirements;
- Works with the program teams to review program operations to ensure the highest levels of compliance are maintained. This includes finance, administrative, procurement, awards, sub-award management and other initiatives;
- Liaises with Unilab's Foundation's Admin, Finance and HR team for alignment
- Interviews and hire new staff, supervises, trains and evaluates staff; and
- Takes on tasks and assignments given by management from time-to-time.

### **Knowledge, Skills and Abilities required**

The Finance and Administrative Manager should possess the following qualifications and experience:

- University degree or Bachelor's Degree in Accounting, and Certified Public Accountant is required
- Work experience of at least 5 years in the related field is required
- With NGO/Foundation background is preferred
- Prior experience working on Overseas Development Assistance Projects is a huge advantage
- Ability to work collaboratively with counterparts to achieve outstanding results
- Excellent written and verbal communication, liaison, negotiation, and interpersonal skills
- Fluency in English (written and oral)
- Business writing and communication
- Effective presentation skills
- Extensive experience in preparing program documentation, such as annual plans, progress reports and reviews, finance and program resource analysis is a huge advantage
- Familiarity with the application of key donor policies on operations (finance and administration) would be an advantage.

### **How to Apply**

Please send your updated CV to [hr@unilabfoundation.org](mailto:hr@unilabfoundation.org) with a subject line Finance Manager. Accepted applicant will be based in Mandaluyong City. This is a fixed-term position.