



TERMS OF REFERENCE

DESIGNATION: FINANCE, ADMINISTRATIVE, AND CONTRACTS OFFICER

Unilab Foundation requires the services of an individual for the position of FINANCE, ADMINISTRATIVE, AND CONTRACTS OFFICER 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 anticipated program is to create a pipeline of highly 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.

Scope of Work

The successful candidate will report directly to the Finance, Administrative, and Contracts Manager and will be responsible for the following:

- Prepares the financial statements including bank reconciliation of the Project
- Prepares the accounting entries of the Project
- Prepares the contracts with Vendors, Awardees and Sub-awardees of the project
- Assists the Finance, Administrative, and Contracts Manager in implementing, monitoring and review of compliance of the Finance, Administrative, and Contracts unit stakeholders to Finance, Administrative, and Contracts policies and procedures
- Assists Finance, Administrative, and Contracts Manager in budget preparation including re-alignments and monitoring
- Prepares the check and journal voucher package;
- Assists in the writing/editing proposed procedures related to Finance, Administrative, and Contracts to comply with the donor agency and ULF policies and procedures
- Keeps abreast with the requirements to comply with donor agency and ULF policies and procedures related to Finance, Administrative, and Contracts
- Reviews the content of awards and sub-awards before submission to the Finance and Administrative, and Contracts Manager which includes the budget, cost extensions, and other transactions
- Assists in audit process
- Maintains custody and safekeeping of the Finance, Administrative, and Contracts documents in compliance with the established policies and procedures
- Liaises with Unilab Foundation Admin, Finance and HR for alignment

- Proactively assists partners in their requirements to ensure reporting and compliance
- Takes on other tasks and assignments aligned to the role, assigned by management from time-to-time

Knowledge, Skills and Abilities required

The Finance, Administrative, and Contracts Officer should possess the following qualifications and experience:

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- University degree or Bachelor's Degree in Accounting is preferred; Certified Public Accountant is preferred but not 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, and interpersonal skills
- Fluency in English (written and oral)
- Extensive experience in preparing program documentation, such as annual plans, progress reports and reviews, finance and program resource analysis is a huge advantage
- Knowledgeable with Quickbooks and MS Office application is preferred
- Familiarity with the application of key donor policies on operations (finance and administration) would be an advantage.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line Finance, Administrative and Contracts Officer. Accepted applicant will be based in Mandaluyong City. This is a fixed-term position.