



FINANCE OFFICER

Organization:	Philippine Disaster Resilience Foundation
Post Date:	May 28, 2019
Location:	Meralco Compound, Ortigas, Pasig City
Closing Date:	June 15, 2019
How many staff needed?	1

ABOUT THE PHILIPPINE DISASTER RESILIENCE FOUNDATION

The Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector vehicle and coordinator for disaster risk reduction & management. Composed of a team of highly committed professionals, PDRF works with field experts and reputable humanitarian institutions to organize and coordinate private sector solutions to disaster management. As the critical link among government agencies, civil society groups and local government units, PDRF provides a systematic and holistic approach in responding to different crises from the period of preparedness to recovery.

Backed by the country's largest conglomerates, industry movers and top corporate leaders, PDRF is an embodiment of solidarity that transcends business competition and promotes the common vision to build a strong, resilient and disaster-ready Philippines.

General Description:

The Finance Officer is responsible for the foundation's fiscal unit by supporting and performing in an accurate and timely manner the following functions: accounts payable and receivable, cash management, bank reconciliation, annual budget report, review of payment document and bookkeeping. These are executed in conjunction with the technical supervision of the PLDT Finance Department.

JOB DESCRIPTION

Tasks/Responsibilities:

- Prepare the annual budget per program in coordination with project management team.

- Prepare and submit periodic monthly request for cash and track usage of project funds regularly.
- Review staff cash advance requests covering travel and other project-related expenses for completeness of supporting and compliance with PDRF financial policies and procedures.
- Ensure that all payment requests are properly supported by vendor documents (e.g. Invoices, billing statements) prior to processing for disbursement.
- Review and process staff liquidation reports covering cash advances as well as all the necessary supporting documents.
- Prepare, update, and maintain financial records of each project covering monthly cash receipts, monthly cash disbursement, fund balances and reconcile records to ensure consistency.
- Prepare budget and financial forecasts in consultation with the operations team and technical staff while strictly tracking budget variances on a regular basis.
- Prepare bank reconciliation statements and keep track of balances.
- Recommend improvements in the PDRF financial policy and procedures, update whenever necessary, document and disseminate such changes to relevant staff through orientation or coaching.
- Ensure that the administrative requirements of PDRF are provided in a timely manner and in accordance with the PDRF policies and procedures.
- Ensure the timely remittances of contributions to SSS, Philhealth and HDMF.
- Handle the contract administration of consultants and other service providers.
- Lead the preparation of annual audits.
- Undertake other tasks as may be deemed necessary by the Foundation.

QUALIFICATIONS

1. Bachelor's degree in Accountancy or Finance
2. Must have at least 3 years of work experience in Accounting/Finance

Other Skills/Qualifications:

1. Resilient/Adaptable
2. Competent analytical and decision-making skills
3. Output oriented
4. Meticulous/strong attention to details
5. Highly organized and above average record keeping skills



6. Team player
7. Strong written and verbal communication skills is a plus
8. Computer literate and knowledgeable in basic MS Office and other applications

HOW TO APPLY

Interested candidates should apply to: recruitment@pdrf.org.ph

- Please indicate the position you are applying for and follow this heading format:
 - PDRF_Finance Officer_Last Name
(example: PDRF_Finance Officer_Cruz)
- Please submit CV and Cover Letter (merged into one PDF file) addressed to:
 - **MS. VERONICA T. GABALDON**
Executive Director
Philippine Disaster Resilience Foundation
- For more information on PDRF, please visit our website: <http://pdrf.org/>