

## JOB DESCRIPTION

<b>Job Title: Finance and Procurement Officer</b>	<b>Unit:</b> Operations
<b>Reports To:</b> Project Director	<b>Employment Status:</b>
<b>Supervises:</b> N/A	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
<b>Job Level:</b> Officer	<b>Work Location:</b> Clark, Pampanga
<b>Essential Functions:</b>	
<p><b>Finance Role</b></p> <ul style="list-style-type: none"> <li>Manage the budget for project implementation;</li> <li>Prepare annual budget of the project in coordination with Project Management Team;</li> <li>Prepare and submit periodic Monthly Request for Cash and track usage of project funds regularly;</li> <li>Review staff Cash Advance Requests covering travel and other project-related expenses for completeness of supporting and compliance with PDRF financial policies and procedures;</li> <li>Ensure that all payment requests are properly supported by vendor documents (e.g., Invoices, billing statements) prior to processing for disbursement;</li> <li>Review and process staff Liquidation Reports covering cash advances as well as all the necessary supporting documents;</li> <li>Prepare, update, and maintain financial records of the project covering monthly cash receipts, monthly cash disbursement, fund balances and reconcile records to ensure consistency;</li> <li>Prepare budget and financial forecasts in consultation with Project Director and Project Supervisor while strictly tracking budget variances on a regular basis;</li> <li>Handle revolving fund and petty cash requests and payment as well as procurement process of office supplies and administrative services;</li> <li>Recommend improvements in the project's financial procedure; and</li> <li>Lead the preparation of annual audits including third-party audits.</li> </ul> <p><b>Procurement Role</b></p> <ul style="list-style-type: none"> <li>In accordance with PDRF financial and procurement procedures, manage overall procurement processes, which includes preparing procurement request, requesting quotations, finalize purchase orders, and reviewing invoices prior to submission for payment;</li> <li>Lead the establishment of the Bids and Awards Committee (BAC) as identified by the Project Steering Committee and render assistance to the BAC from pre-conference to issuance of notice of awards;</li> <li>Schedule bids for the procurement of materials, supplies and equipment;</li> <li>Ensure timely procurement of all materials, supplies and equipment at the best available price and quality and determine the mode of procurement;</li> <li>Researches and evaluates prospective suppliers;</li> <li>Maintain inventories and purchase and pricing records;</li> <li>Ensure implementation of PDRF's purchasing and procurement policies and procedures;</li> <li>Prepare/Submit periodic reports in the acquisition of materials, equipment and supplies under the project;</li> <li>Perform cost analysis; and</li> <li>Perform other related functions.</li> </ul>	

**Admin Role**

- Ensure that the administrative requirements of the project are provided in a timely manner and in accordance with the PDRF policies and procedures;
- Ensure timely and adequate delivery of logistical support required by the programs/projects;
- Respond to staff requests for administrative support as needed;
- Provide staff with the assigned equipment (e.g., laptop or desktop) and other office supplies;
- Leads in the production and design of project team uniform, printing of training materials and other requirements;
- Maintain and update records of all administrative related document (e.g. service contracts, etc.);
- In coordination with PDRF Human Resources Officer, assist in the recruitment process of project staff including maintaining project staff records;
- Maintain inventory of all project assets for reporting purposes; and
- Undertake other tasks as may be deemed necessary by the Foundation related to ISO certification, Training and Curriculum Development, among others

**Educational Background/Work Experience:**

- Bachelor's degree in accounting, Finance, Management, Communications or related fields with at least 3-5 years of related experience that must reflect the knowledge, skills and abilities listed above
- Must have at least three (5) years of work experience in Admin, Accounting/Finance, and Human Resources;
- Knowledge of donor financial and reporting procedures will be an advantage

**Other Skills/Qualifications:**

- Resilient/Adaptable
- Competent analytical and decision-making skills
- Output oriented
- Meticulous/strong attention to details/analytical
- Highly organized and above average record keeping skills
- Excellent interpersonal skills and a team player
- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Strong written and verbal communication skills is a plus
- Computer literate and advance skills in MS Excel applications and secondary to other MS Office applications

Interested applicants may send their curriculum vitae and cover letter (addressed to Executive Director Veronica T. Gabaldon) to [recruitment@pdrf.org.ph](mailto:recruitment@pdrf.org.ph)

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