JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance and Admin Officer</th>
<th>Employment Status</th>
<th>Project-based</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>DPI Unit Head</td>
<td>Job Code:</td>
<td>TBA</td>
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<tr>
<td>Department/Group:</td>
<td>Development Programs and Innovation Unit</td>
<td>Work Location:</td>
<td>Meralco Compound, Pasig City</td>
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About Philippine Disaster Resilience Foundation (PDRF)

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.

Brief Description of Duties

The Finance and Admin Officer is responsible for the project’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; Knowledge of organizational policies and procedures to include handling of confidential information in order to communicate information involving programs, functions and services. Functions to include preparation of procurement, travel arrangements and other administrative functions, use of office technology, file management, donor report management, support the project's activities, and coordinate with internal staff and implementing partners staff on administrative related matters.

Essential Functions

Finance Role

- Prepare 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 DPI 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 project’s financial policy and procedures, update whenever necessary, document and disseminate such changes to relevant staff through orientation or coaching.
- Lead the preparation of annual audits.

Admin Officer Role:

- Ensure that the administrative requirements of the project are provided in a timely manner and in accordance with the PDRF policies and procedures.
- Monitor sub-recipients’ compliance with the terms of their agreement in coordination with the technical team.
- Ensure timely and adequate delivery of logistical support required by the programs/projects.
- Monitor sub-recipient and sub-contractor’s compliance to the terms of their agreement with PDRF.
- Handle the contract administration of consultants and other service providers.
- Respond to staff requests for administrative support as needed.
- Provide employees with the assigned equipment (e.g. laptop or desktop) and other office supplies.
- Receive calls and distribute incoming mailing and coordinates outgoing mail, including courier services and inter office mail distribution.
- Schedule meetings and meeting arrangements and provide meeting support as needed (e.g. scheduling conference rooms, coordinating food, logistics).
- Supervise and provide assistance in the production of training materials and other printing requirements.
- Maintain and update records of all administrative related document (e.g. service contracts, etc)
- Assist in organizing and preparing documents for department meetings, which include but not limited to logistics planning and coordination.
- Handle overall procurement process, which includes preparing procurement request, requesting quotations, finalize purchase orders, and reviewing invoices prior to submission for payment.
- Handle confidential and non-routine information;
- Handle revolving fund and petty cash requests and payment as well as procurement process of office supplies and administrative services;
- Undertake other tasks as may be deemed necessary by the Foundation.

**Educational Background/Work Experience (Minimum Requirements):**

- 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 (3) years of work experience in Admin, Accounting/Finance

**Other Skills/Qualifications:**

- Resilient/Adaptable
- Competent analytical and decision-making skills
- Output oriented
- Meticulous/strong attention to details
- Highly organized and above average record keeping skills
- Team player
- 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

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<th>Approved by:</th>
<th>Conforme:</th>
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<tr>
<td>Immediate Superior’s Signature Over Printed Name</td>
<td>Employee’s Signature Over Printed Name</td>
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<td>Date: ________________</td>
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<tr>
<th>Reviewed By:</th>
<th>HR Unit Head</th>
<th>Date: 03 January 2022</th>
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<tbody>
<tr>
<td>Approved By:</td>
<td>Executive Director</td>
<td>Date: 03 January 2022</td>
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<td>Last Updated By:</td>
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