

**SAVE THE CHILDREN PHILIPPINES
JOB DESCRIPTION**

JOB TITLE: Finance Assistant	
WORK UNIT: BARMM	LOCATION: Iligan City
JOB GRADE: 5	POST TYPE: Fixed-Term
<p><u>CHILD SAFEGUARDING:</u> Level 3: The role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more) because they work in programs/projects; or are visiting programs/projects; or because they are responsible for implementing the police checking/vetting process for staff.</p>	
<p><u>ROLE PURPOSE:</u> The finance assistant is responsible for preparing journals for all check disbursements and assist finance in the month-end closing.</p>	
<p><u>SCOPE OF ROLE:</u></p> <p>Reports to: Finance Officer Coordinates with:</p> <p>Staff reporting to this post: Direct: Indirect: Financial Approval: Other Reporting and Coordination Responsibilities: Program Unit/Supply Chain Unit</p>	
<p><u>WORKING ENVIRONMENT:</u></p> <p>Save the Children operates in a full-spectrum programming. This means that the organization implements its programs in both development and humanitarian. All staff may be requested to support a humanitarian response, as the need arises.</p> <p>Work officially starts at 8:30AM and ends at 5:30PM. Save the Children Philippines (SCP) follows a five (5)-day, 40-hour work week schedule.</p>	
<p><u>KEY AREAS OF ACCOUNTABILITY:</u></p> <p>Prepare check disbursement vouchers for all payments over Php 1,000.00. Ensure payments are made timely and accurately. Review supporting documents for completeness and accuracy in accordance with the finance policies and standards. Ensure that all disbursements are properly documented and approved. Ensure that all payments are properly charged and coded. Prepare GLACOS and necessary adjustments for posting. Release checks to recipients, in the absence of ADMIN Staff.</p>	

Review disbursement against the attached activity proposal.
Scan and file all check disbursement vouchers.
Create monitoring sheet for all CDVs on file for easy document retrieval.
Key entry of check disbursement in the template.

Additional Job Responsibilities

The duties and responsibilities as set out above are not exhaustive and the job holder may be required to carry out additional duties within reasonableness of their skills, experience, and capacity.

CORE COMPETENCIES:

Leading cluster

- Leading and inspiring others - Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision to inspire others to achieve our goals for children.
- Delivering results - Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team/ organization.
- Developing self and others - Invests time and energy to actively develop self and others to help realize their full potential, and to build the organization's capability for the future.

Thinking cluster

- Problem solving and decision making - Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organization.
- Innovating and Adapting - Develops and implements innovative solutions to adapt and succeed in ever-changing and uncertain global and working environments.
- Applying technical and professional expertise - Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organization.

Engaging cluster

- Working effectively with others - Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working.
- Communicating with impact - Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust.
- Networking - Builds and uses sustainable relationships and networks to support the work of Save the Children.

CORE VALUES

Accountability:

- Holds oneself accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children.
- Holds the team and partners accountable to deliver their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for self and as part of the team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others. Future-oriented, thinks strategically and on a grand/ global scale.

Collaboration:

- Builds and maintains effective relationships with their team, colleagues, SC Members and external partners/ stakeholders.
- Values diversity sees it as a source of competitive strength.
- Approachable, good listener, easy to communicate with.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency, demonstrates highest levels of integrity.

Risk Management:

All employees should foster a risk-aware culture throughout the organization, encouraging all team members to actively participate in identifying and managing risks collaboratively. We should consistently assess and monitor risks to protect the organization's interests and advance our strategic objectives.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with the SCP Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety:

The role holder is required to carry out the duties in accordance with SCP Health and Safety policies and procedures.

QUALIFICATIONS AND EXPERIENCE
Essential:

- **Accounting graduate.**
- Understanding of financial systems and procedures.
- Ability to perform multitasking and ability to work on tight deadlines.
- Strong communication and interpersonal skills.
- Ability to work in a multicultural/cross cultural environment.
- Must have a high sense of urgency and a well-developed work ethic.
- Knowledgeable in Microsoft Word and Excel application.
- High adaptability and flexibility.
- Can tolerate working under ambiguous circumstances and sometimes difficult situations.
- Understands and believe in Save the Children's mission and vision; commits to its objectives and willing to adopt Save the Children's methodology and framework.

Desirable:

- **Two (2) years' work experience in finance department of a national or international organization.**
- Knowledge in the use of accounting packages like SUN and AGRESSO systems.