



INSTITUTE FOR  
CLIMATE AND  
SUSTAINABLE  
CITIES

## **FOR IMMEDIATE HIRING**

### **Job Ad: ACCOUNTING OFFICER**

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the full-time position of Accounting Officer. The Accounting Officer will be based at ICSC's main office in Quezon City. Due to the pandemic, all ICSC staff work remotely, a status subject to periodic evaluation.

ICSC values diversity and is an equal opportunity employer. If you fit the role and possess the desired qualifications, please email the following documents to [jobs@icsc.ngo](mailto:jobs@icsc.ngo) on or before **November 10, 2021**:

- Letter of Intent (addressed to the Administration and Finance Manager)
- Resume (do not attach photos)

### **ABOUT THE ORGANIZATION**

ICSC is an international climate policy group based in the Philippines, working locally, nationally and globally to promote climate resilience and low carbon development, in particular among climate vulnerable countries. It is engaged with the wider international climate and energy policy arena, particularly in Asia. It is recognized for its role in helping advance effective global climate action and the Paris climate agreement.

## **TERMS OF REFERENCE**

The Accounting Officer will report directly to the unit head of Administration and Finance.

### **A. Responsibilities**

1. Oversees preparation of ledgers, journals, receipts, invoice
2. Collaborates with the finance team in the closing of books, preparing of monthly trial balance, balance sheet, and cash flow, and performing accounts reconciliation
3. Helps ensure compliance with legal requirements, taxation, and government rules and regulations (Prepares tax accounts, returns, alpha lists and other mandated financial reports)
4. Helps maintain accounting controls in line with the generally accepted accounting principles
5. In coordination with the Admin and Finance Head and the finance team, evaluates the financial status and prepares updated financial statements, variance reports, and related information for the Executive Director, unit heads, donors, and partners
6. Assists in the preparation for annual audit
7. Prepares financial information for budget review
8. Safe keeps financial reports (schedules, donor reports, budget reviews)
9. Assists in budgeting, forecasting, and risk analysis
10. Assists in developing financial policies and procedures

### **B. Qualifications**

1. Bachelor's Degree in Accountancy
2. At least 2 years of experience in an accounting role, audit experience is an advantage
3. Experience working in an NGO set-up
4. Skills/knowledge in using accounting software
5. Strong analytical skills
6. Strong communication skills (verbal and written)
7. Attention to detail
8. Can work independently and with the team

### **C. Salary and Benefits**

The Institute offers a generous package, including an annual 15-day paid vacation leave and 15-day paid medical leave; menstrual, maternity, and paternity leaves; and full employee third-party health service coverage.