FOR IMMEDIATE HIRING

Accounting Officer

Terms of Engagement: Fixed-Term, 1 year
Expected Date of Hiring: July, 2023

Job Summary
The Accounting Officer shall perform an important role in observing transparency and accountability within the organization. S/he shall help ensure that the financial policies, procedures, and internal controls are implemented, through financial disbursement, recording, and reporting.

Responsibilities
The Accounting Officer shall report to the Sr. Accounting officer and shall closely collaborate with the Administration and Finance team. S/he shall perform the following functions:

1. On Disbursement
   o Receives and reviews requests for cash advances and payment requests.
   o Receives, reviews, and endorses liquidation reports (receipts and requirement attachments) and reimbursements
   o Reviews statement of accounts and endorses for payment

2. On Financial Recording
   o Records financial transactions and collaborates with the accounting team in the closing of books, in preparing trial balance, cash flow, and account reconciliation.
   o Provides support in safekeeping financial documents, reports, and receipts

3. On Financial Reporting
   o In coordination with the FM and Sr. Accounting Officer, prepares financial statements for projects
   o Monitors cash advances and prepares cash advance aging report
   o Provides assistance in the payroll preparation
   o Provides assistance in the preparation of financial reports and variance reports (institutional, per funder)
○ Provides assistance in preparing requirements for institutional and project audit
○ Prepares tax certificates, alpha lists, and other mandatory reports

4. **On Budget Forecasting and Policy Development**
   ○ Provides support in budget preparation and forecasting and analysis
   ○ Provides support in financial policy review, development and/or enhancement
   ○ From time to time, undertake other duties as reasonably required by the role.

Requirements

**Education and experience**
1. Bachelor’s Degree in Accountancy, Finance, or any related course.
2. At least 1-year experience in the field of accounting is preferred, although new graduates are welcome to apply.

**Skills/Abilities**
1. Knowledge of general financial accounting/fund accounting
2. Knowledge of generally accepted accounting principles
3. Proficient in accounting software
4. Attention to detail
5. Proficient computer skills (Excel, Word, PowerPoint)
6. Excellent written, verbal, and organizational skills (including time management, handling multiple tasks, teamwork)

Application Process
Interested applicants shall submit their letter of interest, and curriculum vitae not later than **July 14, 2023**, to [jobs@icsc.ngo](mailto:jobs@icsc.ngo) with the subject line “[code] application – [Surname]” (e.g., Accounting Officer Application - Rizal)

*Due to the number of applications we expect to receive, please be advised that only the shortlisted candidates shall be contacted.*