

FOR IMMEDIATE HIRING

Senior Accounting Officer

Organizational Overview

The Institute for Climate and Sustainable Cities (ICSC) is an international climate policy group based in the Philippines that works locally, nationally, and globally to promote climate resilience and low-carbon development, focusing on climate-vulnerable countries. It engages with the broader 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.

Position Purpose

The **Senior Accounting Officer** shall perform an essential role in observing transparency and accountability within the organization. Reporting to the **Finance Manager**, s/he shall help observe financial policies, procedures, and internal controls.

Responsibilities

The Senior Accounting Officer shall report to the Finance Manager and supervise the accounting officers. In coordination with the Administration and Finance Team Director, and the Finance Manager, the s/he shall perform the following functions:

A. On Disbursement

- Helps maintain accounting controls in line with the generally accepted accounting principles
- Helps ensure proper account allocation for all disbursements.

B. On Financial Recording

In coordination with the Finance Manager:

- Records and manages books of accounts in the accounting system (manual, computerized)
- Records and monitors the organization's receivables and payables
- Safekeeps financial reports (schedules, donor reports, budget reviews)

C. On Financial Reporting

- In coordination with the Finance Manager, prepares financial statements for assigned projects
- Monitors cash advances and prepares cash advance aging report
- Prepares monthly trial balance, balance sheet, cashflow, statement of operation,

and accounts reconciliation

- Prepares bank reconciliation
- Prepares financial reports and variance reports (institutional and per funder)
- Prepares inventory, Equipment, and Depreciation monitoring
- Collaborates with the payroll team on tax computation
- In coordination with the AFT Director and the Finance Manager, evaluates the financial status and prepares updated financial statements, variance reports, and related information for the ED, unit heads, donors, partners
- Collaborates with the accounting team in the closing of books

D. On Budget Forecasting and Policy Development

- Provides support in budget preparation, forecasting, and analysis
- Provides support in policy development

E. On Institutional and Project Audit

- Assists in the preparation for the annual audit

F. On Compliance with legal requirements and taxation

- Helps ensure compliance with legal requirements, taxation, government rules, and regulations (Prepares tax accounts, returns, alpha lists, and other mandated financial reports, including preparation and filing of Compensation Tax, EWT, and Annualization)

G. On Staff Management

- Manages direct report's performance through goal setting, mentoring, annual appraisal, and performance improvement plan
- Supports and trains the accounting staff in the performance of their tasks

From time to time, undertake other duties as reasonably required by the role.

Education and Experience

Essential

- Bachelor's Degree in Accounting
- At least 5 years of experience in the field of accounting
- At least 3 years of experience in supervising accounting staff
- Experience working in the development sector

Skills/Abilities

- Knowledge of general financial accounting/fund accounting
- Knowledge of generally accepted accounting principles
- Proficient in accounting software (Netsuite)
- Proficient computer skills (excel, word, PowerPoint)



- Strong written, verbal, and organizational skills (including time management, handling multiple tasks, teamwork)
- Attention to detail

How to apply

Please send the following documents to jobs@icsc.ngo with subject line **"Application: Senior Accounting Officer"** by **December 8, 2023**

- Letter of intent addressed to Mr. Angelo Kairos Dela Cruz, ICSC Executive Director.
- Curriculum vitae (do not include your photo)