



JOB POSTING:

Accounting Officer (Grants Monitoring and Reporting)

ABOUT ICSC

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 wider international climate and energy policy arena, particularly in Asia. It is recognized for helping advance effective global climate action and the Paris Climate Agreement.

ICSC is looking for an **Accounting Officer (Grants Monitoring and Reporting)**. This is a full-time position for 12 months.

POSITION PURPOSE:

The Accounting Officer shall be responsible for fund monitoring, preparing financial reports for the organization's funders, and providing assistance during project audits. Reporting to the Finance Manager, the Accounting Officer shall perform the following tasks:

- 1. Monitor fund transfers and fund receivables from funders**
 - a. Creation of a monitoring tool to ensure that funds are requested and transferred in a timely manner
 - b. Monitored fund transfers per the organization's bank account, updated the finance manager and the admin and finance director on the fund transfer status, and flagged concerns related to fund transfers for action.
 - c. Securing and filing fund transmittal reports with the foreign exchange rate from the bank.

- 2. Monitor financial reporting timelines per funder/project**
 - a. Creation of a monitoring tool to help ensure that financial reports are prepared prior to the reporting timeline

- 3. Prepare Financial Reports** for various ICSC projects
In coordination with the AFT Director, the Finance Manager, and the Accounting Team:
 - a. Extract expenses per funder from the accounting system
 - b. Prepare Financial Reports using the funders' format
 - c. Help ensure that reports and expenses are aligned with the project guidelines and restrictions
 - d. Provide monthly updates of expenses per project
 - e. Facilitate review, approval, and submission of financial reports to funders

4. Provide support during the project audit process

In coordination with the AFT Director and the Finance Manager:

- a. Prepare and submit audit requirements, including financial reports and supporting documents
- b. Provide support during the audit process.

5. Safekeeping of Project Financial Reports and supporting documents

- a. In addition to a centralized finance and accounting file, organize and safely keep copies of financial reports and supporting documents, including contracts.

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

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting, CPA is an advantage
- At least 2 years of experience in accounting, experience in a non-profit set-up is preferred.
- Knowledge of general financial accounting/fund accounting
- Knowledge of generally accepted accounting principles
- Proficient in accounting software (desired)
- Attention to detail
- Proficient computer skills (excel, word, PowerPoint)
- Excellent written, verbal, and organizational skills (including time management, handling multiple tasks, and teamwork)

HOW TO APPLY

Please send the following documents to jobs@icsc.ngo with the subject line "**Application: Accounting Officer: Grants Monitoring and Reporting**" on or before **June 28, 2024**.

- Letter of intent addressed to Ms. Junilyn N. Silvestre, Director for Administration and Finance
- Curriculum vitae (do not include your photo)