



## FOR IMMEDIATE HIRING

# Finance Officer

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the full-time position of **Finance Officer** on a 12-month engagement. The Accounting Officer will be based at ICSC's main office in Quezon City. Majority of ICSC staff work remotely, with occasional in-person engagements in the main office as needed.

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) with the subject line "**Application: Finance Officer, [Full name]**" on or before **January 31, 2025**.

- Letter of Intent (addressed to Ms. Junilyn Silvestre, Director for Administration and Finance)
- Resume (do not attach photos)

## ABOUT THE ORGANIZATION

ICSC is an international non-government group advancing fair climate policy and low carbon, climate-resilient development. Based in the Philippines, 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 Finance Officer shall perform an important role in observing transparency and accountability within the organization. They shall help ensure that the policies, procedures and internal controls are implemented through providing assistance in financial disbursement and document safekeeping.

The Finance Officer shall report to the Finance Manager and shall closely collaborate with the Accounting and Finance team. They shall perform the following functions:

### **A. Responsibilities**

- a. Prepares vouchers for disbursement - cash advances, reimbursements, third party and direct payments (thru checks, online and cash payment – including Petty Cash Fund);
- b. Prepares summary of voucher and check for disbursement;
- c. Using manual and computerized bookkeeping systems to keep, maintain and balance financial records;
- d. Systematically safekeeps financial vouchers, liquidation reports and financial receipts (including back-up files); and
- e. Provides support in the following:
  - i. Processing bank transactions (bank deposit, withdrawal, wire transfer, and other official transactions);
  - ii. Audit preparation;
  - iii. Financial policy review and development;
  - iv. Prepare financial report on small grants/donations; and
  - v. Undertake other duties as reasonably required by the role.

### **B. Qualifications**

- a. Bachelor's Degree in Accountancy, Finance, or any related course;
- b. At least 1 year experience in the field of accounting is preferred, although newly graduates are welcome to apply;
- c. Knowledge of general financial accounting/fund accounting;
- d. Knowledge of generally accepted accounting principles;
- e. Proficient in accounting software;
- f. Attention to detail;
- g. Proficient computer skills (Excel, Word, PowerPoint); and
- h. Excellent written, verbal and organizational skills (including time management, handling multiple tasks, team work).