



## **JOB DESCRIPTION**

# **Finance Officer (Grants Monitoring and Reporting)**

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for the position of **Finance Officer (Grants Monitoring and Reporting)**.

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 (Grants Monitoring and Reporting), [Full name]”** on or before **June 12, 2026**:

- Letter of Intent (addressed to Ms. Maita Villaluna, ICSC’s Accounting Manager)
- 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.

ICSC is at the forefront of the campaign to advance economy-wide resilience and the decarbonization of the economy, developing in particular strategies and approaches that help national agencies and local government units, businesses, academic institutions, civil society, civic groups, and households, make better decisions.

## **POSITION PURPOSE**

The Finance 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 Finance Officer shall perform the following tasks:

### **A. Responsibilities**

#### **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**

**B. 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)