
Position Title:	Finance Officer
Salary:	Competitive local salary commensurate with the preferred candidate's experience will be negotiated. Package will include private medical insurance for the employee and eligible dependents, life insurance, flexible work schedule, De Minimis Benefits, and others.
Position Location:	Makati City, Metro Manila, Philippines
Position Type:	Locally engaged, project-based employee up to June 2022
Estimated Start Date:	17 June 2019
Application Closing Date:	24 May 2019

Overview

Thank you for your interest in the position.

This document includes information on the following:

- Summary of the Investing in Women;
- Introduction to Abt Associates;
- Application process;
- Terms of Reference; and
- Key Selection Criteria.

Please read this document carefully as applications that vary from the specified requirements may not be accepted.

Investing in Women

Investing in Women is an initiative of the Australian Government that catalyses inclusive economic growth by contributing towards women's economic empowerment in South East Asia.

Established in 2016, Investing in Women uses innovative approaches to improve women's economic participation as employees and as entrepreneurs and to influence the enabling

environment to promote women's economic empowerment in the Philippines, Indonesia, Vietnam, and Myanmar. Investing in Women focuses on the following pathways:

- Workplace Gender Equality - We partner with influential businesses and coalitions to drive gender equality by shifting workplace culture and practices and support business to address policy barriers to advancing WGE.
- Impact Investment for Women's SMEs – We establish blended finance instruments with leading impact investors to move capital with a gender lens for women-owned and women-led Small and Medium Enterprises (SMEs) and we develop partnerships with industry networks and strategic intermediaries to normalise gender lens investing principles across the growing impact investing field.
- Influencing Gender Norms – We work with advocacy partners to shift harmful attitudes and practices that entrench discrimination against women in the world of work.

Further information can be found in the website: www.investinginwomen.asia

Abt Associates – Who We Are

Investing in Women is implemented by Abt Associates - a mission-driven, global leader in research, evaluation and implementing programs in the fields of health, social and environmental policy, and international development. Known for its rigorous approach to solving complex challenges, Abt Associates is regularly ranked as one of the top 20 global research firms and was named one of the 40 international development innovators. The company has offices in the U.S., Australia and the U.K., and program offices in more than 50 countries. Abt Associates head corporate office is in Brisbane Australia with a program office in Canberra, Australia. Abt's representative country office and Investing in Women Operations Hub is based in Makati City, Philippines.

Abt Associates has a strong commitment to gender equity, diversity, and inclusion and encourages applications from experienced and capable women, people with a disability, and people from highly diverse backgrounds. Abt Associates has a personal commitment to its staff and as such we value the long-term relationships that we build with the people who work with us.

Abt Associates is a child safe organisation and promotes the safety, wellbeing and inclusion of all children.

For more information about our company and what we do visit our website at www.abtassociates.com

Our Values

Mission-Driven.

We are united by our mission to improve the lives of people worldwide.

Global.

We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today's world.

Committed to Excellence.

We strive to meet and exceed the highest professional standards.

Collaborative.

We know that working collaboratively produces excellence.

Accountable.

We take responsibility for what we do and how we do it.

Balanced.

We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.

Preparing Your Application

Please read the following information carefully as incomplete applications may not be accepted.

To submit an application:

1. Prepare an application cover sheet or letter referencing the position you are applying for and your contact details;
2. Attach a copy of your resume or CV to the coversheet;
3. Prepare a statement addressing the key selection criteria (maximum three (3) pages).

This document should clearly describe how your skills, experience and qualifications will enable you to meet the requirements of the position; and

4. Provide details of at least three (3) professional referees (preferably your current supervisor and two (2) previous supervisors).

You will need to submit a separate application (including Application Cover Sheet and responses to the Key Selection Criteria) for each position that you apply for.

Lodging Your Application

1. Visit the Abt Associates website (www.abtassociates.com.au) and navigate to the 'Careers' section
2. Locate the position you are applying for and select 'Job Details', and
3. Click on the 'Apply Online' button and follow the prompts.

Should you experience any difficulties with the submission process, or have any questions about this role, please contact:

Contact Name: Fleur Jackson
Email: fleur.jackson@abtassoc.com.au

Other Points to Consider:

If you are successful in being short-listed or are selected for this position you may be required to meet fit for work requirements, successfully complete a police check, pass global sanctions and social media checks, validate your relevant professional qualifications and registrations, and pass any other tests or checks deemed necessary.

Only shortlisted applicants will be contacted.

Terms of Reference

Position Title:	Finance Officer
Reporting To:	Senior Finance Manager
Values of Abt Associates:	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p>Mission-Driven We are united by our mission to improve the lives of people worldwide.</p> <p>Global We are a global community, bringing diverse knowledge, expertise, and perspectives to the many challenges faced by today’s world.</p> <p>Committed to Excellence We strive to meet and exceed the highest professional standards.</p> <p>Collaborative We know that working collaboratively produces excellence.</p> <p>Accountable We take responsibility for what we do and how we do it.</p> <p>Balanced We sustain the energy and commitment we bring to our roles by promoting a healthy balance between our personal and professional lives.</p>
Activity Overview:	The IW Finance Unit is responsible for the delivery of various financial management activity of the program including budgeting and financial reporting. It provides financial and operational support the Technical teams while ensuring that program funds are utilised effectively and efficiently to maximise value for money, adhering to the established internal control policy to safeguard



	<p>company resources. The Unit is responsible for establishing good relationship with vendors, and ensure payments are processed on time. It is responsible as well for the accuracy of the financial information in the accounting system that is essential in making informed decision by IW and Abt management, and in compliance with the DFAT reporting requirements.</p>
<p>Duty Statement:</p>	<p>The Finance Officer is responsible for a variety of financial management and administrative duties, accounting transactions, and internal controls; reporting, recording and administering IW project accounts and finances.</p>
<p>Specific Duties:</p>	<ul style="list-style-type: none"> • Act as General Ledger accountant, and record all financial transactions for IW accounts, including all liquidations, acquittals and adjustments in NetSuite; • Reconcile all ledgers, banks and payroll to ensure that all transactions are accurately recorded and reported. • Undertake processing of accounts payable and review accounts receivables; prepare disbursement vouchers, checks and review supporting documents (e.g. invoices, receipts, folio) for all IW accounts. • Verify, review and confirm the accuracy, validity and propriety of all program expenses, including completeness and authenticity of supporting documents in compliance with established Abt and IW financial policies and procedures. • Confirm the cost codes, task codes, tax deductions where required, and arithmetical computation for each request. • Review payroll calculations and provide support to HR as required to meet payroll deadlines. • Ensure the semi-monthly payroll allocation entries are properly calculated, coded and entered appropriately into NetSuite. • Handle the e-filing and e-payment of BIR returns thru e-FPS. • Act as petty cash custodian, and ensure that claims are eligible for reimbursements and approved by the budget holder. • Review travel claims and per diems, coordinate with Program personnel on necessary clarification or documentation, and ensure they conform with Abt travel-related expense policy prior to reimbursements. • Maintain the asset register and update it regularly in coordination with IT Manager for IT-related equipment; • Maintain work area files and records, check and ensure completeness of recorded information.

	<ul style="list-style-type: none"> • Provide logistical support to IW operations including general banking duties. • Provide support to internal and external audits and provide necessary financial information as required. • Perform other relevant tasks as required.
Core Competencies:	<ul style="list-style-type: none"> • Delivers results • Builds internal and external customer satisfaction and loyalty • Develops people • Communicates • Sets vision and direction • Demonstrates sound financial and business-related practices • Builds teams and cooperation • Promotes technical excellence and quality • Promotes diversity • Acts as a role model.
Key Requirements:	<ul style="list-style-type: none"> • At least 5 years' experience in accounting or auditing and a good working knowledge of related computer applications in a project and corporate setting • Demonstrated experience in financial management and disbursements relevant to donor-assisted program/contracts. • Analytical and good problem-solving skills, with strong numerical skills and attention to detail • Knowledge of internal controls and how they are applied to financial and accounting processes • Proficient with MS Office and hands-on experience with Oracle NetSuite or an equivalent accounting system • Good oral and written English communication skills • Ability to plan, coordinate schedules, and meet deadlines; to work with minimal supervision and prioritise workloads, and; to motivate self and contribute proactively and positively in a team environment

Key Selection Criteria

For your application to be considered by the panel, interested applicants must submit a response to each of the following Key Selection Criteria:

KSC 1. At least 5 years' experience in accounting or auditing

KSC 2. Relevant experience in financial management and disbursements relevant to donor-assisted program/contracts

- KSC 3.** A good hands-on knowledge of related computer applications in a project and corporate setting, including, but not limited to MS Office with advance knowledge in Excel, and Oracle NetSuite or an equivalent accounting system
- KSC 4.** Familiarity with relevant Philippines' taxation laws and the Bureau of Internal Review processes, including EFPS
- KSC 5.** Experience as a maker of online transactions, including payments to the BIR to SSS, HDMF, PhilHealth

If no response to the above Key Selection Criteria is made, applications will not be considered further.