

CALL FOR EXPRESSION OF INTEREST

Matching Fund Request for Human Rights (Sub-Recipient 2)

Expression of Interest (EOI) Number: TLF-MFRHR- 04

Issuance Date: January 11, 2021 (Monday)

Deadline of Submission: January 18, 2021 (Monday)

Call for Expression of Interest for a **FINANCE OFFICER** under TLF SHARE Collective, Inc. for PSFI PROTECTS GRANT.

ESSENTIAL JOB FUNCTIONS:

1. Provide advice to Program Manager on budgetary and financial matters;
2. Liaise with Program Manager in disbursing grants to program implementers;
3. Prepare daily accounts, bookkeeping and financial reports for the project;
4. Review, revise and develop fiscal and administrative policies for the project, and ensure that these policies are applied in daily practice;
5. Ensure that adequate internal controls are in place that are compliant with the GF requirements;
6. Ensure budget tracking, sound financial management, including programmatic budgeting, quarterly spending projections, monthly spending reviews, and monitoring of payments;
7. Review the financial reports submitted by the partnered CBOs and make recommendations to the PM on further disbursements;
8. With M&E Officer and PO, monitor the achievement of indicators, including program achievement and budget expenditure, and ensure that variance analysis is conducted;
9. With the SR Program Manager, ensure the proper implementation of external audits of the PR's and all financial statements, in accordance with the agreed audit plan;
10. Monitor the SR's progress against the audit plan and set up a process for reviewing and following up audit recommendations of PR;
11. Liaise with the Training and Advocacy Officer, consultants and training facilitators to identify and address technical assistance needs, including designing training, to strengthen the financial management capacity of finance staff and Program Officers at PR and SR levels;
12. Lead the implementation of Enhanced Financial Reporting.

13. Perform other project-related functions as assigned by the SR Program Manager.

MINIMUM REQUIREMENTS

- **Education**: At least college graduate with a degree in accounting and/or business administration
- **Work Experience**: At least 5 years of experience in finance and accounting in development projects implemented by national/international NGOs/UN bodies/ Government; Knowledgeable in accounting software;
- **Training Experience**: Preferably with training in accounting software such as Quickbook and other related software
- **Other Professional Skills**: Proficient in oral and written English business communication; operation of computer and other ICT equipment; and knowledge in the use of most Microsoft Office applications.
- **Other Desirable Qualities**: Willing to work beyond standard working hours; can work with minimal supervision; highly trainable; and can work well with a team.

FAIR HIRING POLICY

TLF SHARE is an equal opportunity employer and highly encourages applicants from the gay, bisexual, and transgender community who have experience in non-profit and community development work.

SUBMISSION PROCEDURE

Interested applicants should submit an expression of interest (EOI) letter and updated CV/resume (with list of character references), via email to tlfmanila@gmail.com on or before January 18, 2021 (Monday), addressed to Mr. Anastacio M. Marasigan Jr., Executive Director, TLF SHARE Collective. Technical review of documents and interview will be facilitated and the most qualified applicant will be contracted by TLF SHARE. Please take note that this is for immediate hiring to be based on Metro Manila, and contract period is from January 2021 to December 2023 subject to renewal upon evaluation.

All documents and information will be treated with utmost care and confidentiality in compliance with Philippine Data Privacy law.