

## I. Position Information

JOB CODE TITLE: Finance Officer  
DUTY STATION: Office of Civil Defense (OCD), Manila, Philippines  
SUPERVISOR: Project Coordinator  
LANGUAGE: English, Tagalog (knowledge of local dialects an advantage)

## II. Background/General Context

The Philippines experiences some of the world's worst natural hazards, being exposed to frequent earthquakes, tsunami, volcanic eruptions, tropical cyclones, floods, landslides, and monsoons. The Greater Metro Manila Area, which includes 16 cities and 1 municipality of Metro Manila, and the provinces of Laguna and Rizal, is particularly vulnerable to the devastating effects of natural disasters, with a population of 21 million residing on land that is cut by active earthquake faults and subject to intense riverine flooding. The GMMA is also frequently affected by typhoons, which can result in severe wind damage, storm surge and intense flooding. Landslides, tsunamis and volcanic eruptions also pose a risk to residents within the GMMA. The risk from these natural hazards is further exacerbated as poverty often results in populations residing in structures that are not built to withstand these hazards or in hazard-prone areas, such as along flood drainages and riverbanks, that are frequently affected by flooding.

To help respond to the identified needs and enhance the capacities of OCD and technical agencies responsible for assessing, analysing and mapping flood, severe wind and earthquake hazard in the Philippines, the Australian Agency for International Development (AusAID) has forged a partnership with the Philippine government, with the Office of Civil Defense (OCD) as the lead Implementing Partner together with CSCAND Agencies (PHIVOLCS, PAGASA, MGB and NAMRIA), to implement the project "Enhancing Risk Analysis Capacities for Flood, Tropical Cyclone Severe Wind and Earthquake for Greater Metro Manila Area" or the "Risk Analysis Project for GMMA".

Under the Risk Analysis Project for GMMA, a Finance/Admin Officer with an extensive background in financial management will be hired to assist the Project Coordinator in project implementation.

## III. Functions

Under the overall guidance and supervision of the Project Coordinator, the Finance Officer will perform the following functions:

### Support to Project Financial Management

1. Manages the project's accounting and financial system by ensuring that appropriate control and

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reporting structures are maintained in accordance with the Philippine government accounting and auditing standards;

2. Maintains up-to-date financial records (e.g. daily expense report, balance sheet and revenue and expenditure ledgers);
3. Reconciles the record of payments with activities and recommends new disbursements to the Project Coordinator.
4. Continually advises the Project Coordinator on financial and reporting procedures for procurement and disbursement;
5. Tracks the implementation of approved budget, ensures that funds are available and that guidelines are duly followed;
6. Coordinates and acts as focal point for issues relating to project finance;
7. Provides administrative support for the implementation of the project; and
8. Performs other functions related to the Project as may be assigned by the Project Coordinator from time to time.

#### IV. Competencies and Qualifications

##### Competencies

Possesses a comprehensive set of competencies in business administration, accounting, finance and logistics; demonstrates a high tolerance for change, complexity and unpredictability; results-oriented and demonstrates teamwork, good interpersonal skills and well developed communication skills.

##### Qualifications

**Education:** A university degree in business administration, accounting, finance or other relevant field.

**Experience:** At least 2 years of professional experience in Financial Management. Familiarity with Philippine government accounting and financial system, and financial management of donor-financed projects is an advantage.

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