
Vacancy Announcement

Title: **Finance Associate**
Category & Type: **Locally Recruited, Special Service Contract (Fixed term)**
Duty Station: **Manila, Philippines**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

THE CONSULTANCY

The Finance Associate in Manila will support the implementation of the finance policies, procedures and guidelines for the IDLO Country Office (CO) ensuring efficient and effective functioning of the Philippines programming, which is currently focusing on capacity building efforts to support the Philippines justice sector.

Reporting to the IDLO Country Representative-Philippines, and with technical guidance from the Program Accountant at the HQ in Rome, Italy, the incumbent will work in close coordination with the program team in the Philippines, as well as with colleagues in the Finance Unit at IDLO Headquarters.

The Finance Associate will be responsible for the following key duties and responsibilities:

Reporting and Accounts Payables

- Carry out monthly financial close of the CO and prepare the financial reports, coordinate with respective colleagues for any corrective actions as necessary;
- Process all expenses generated at the CO level ensuring they are in compliance with IDLO policies and donor regulations, and corresponding to the chart of accounts, budget lines when recording transactions;
- Prepare CO balance sheet and monthly reconciliation reports (including advances) on a timely manner;
- Review procurement documents to ensure that they comply with IDLO policies and procedures and donor rules and regulations;
- Ensure internal control procedures are followed for cash disbursement, receipts and transfers.

Cash Management

- Assist with monthly cash forecasts for the country office and ensure adequate availability of funds for program implementation and operational costs;



- Apply adequate controls over the cash management incorporating cash counts and reconciliations on a periodic basis.

Grants and budget management

- Ensure costs are allocated in accordance with the approved program budgets;
- In collaboration with the Field Program Coordinators, draft the monthly project financial forecast to be submitted to the program team at HQ for review;
- Assist with preparation of grant budgets to support new proposals and contribute to budget revisions as required.

Filing and record management

- Ensure that all finance and administration documents relating to the management of the office are properly and transparently filed and regularly shipped to HQ as per IDLO Policy;
- Ensure that copies of all relevant documents shipped to Rome are maintained at the CO and filed electronically in sequence.

Other

- Provide support in the day-to-day running of the Manila Field Office;
 - Other relevant duties as requested by the supervisor.
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IDEAL CANDIDATE PROFILE

Education and experience

- Undergraduate degree in Commerce, Finance or Accounting is essential;
- Minimum of 3–4 years of relevant professional experience preferably within the international development sector;
- Good knowledge or experience of managing grants, donor rules and regulations;
- Prior experience dealing with US grants or US funded programs is desirable;

Languages

- Fluent oral and professional writing skills in English is essential.

Specific Technical and Behavioral Competencies

- Professional expertise in applying accounting principles and practices;
 - Excellent analytical and problem-solving skills;
 - Excellent use of Microsoft Office programs;
 - Working knowledge of accounting software;
 - Knowledge of MS Navision will be an added advantage.
 - Competency with financial data systems and spreadsheet processes;
 - Proven ability to develop and foster productive working relationships across a globally based organization;
 - Able to work independently and detailed oriented;
 - Keen sense of ethics, integrity and commitment to IDLO's mandate.
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TERMS AND CONDITIONS

The successful candidate will be contracted for an initial period of 12 months, with possibility of extension subject to performance and availability of funding.

IDLO offers locally-recruited personnel a competitive remuneration and benefits package in terms of salary, medical and accident insurance, annual leave and sick leave.

HOW TO APPLY

All interested applicants are encouraged to apply via our website <http://www.idlo.int/jobs> and submit the completed IDLO Personal History Form (PHF), resume and cover letter.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this work. This is not an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline: **November 02, 2017** (23:59hrs Rome time).