

# ROLE PURPOSE



**Role Title:** Finance and Operations Officer

**Division:** Programs Division

**Location:** Manila, Philippines

**Date:** April 2024

**Employment type:** Full time, Permanent Term

**Reports to:** Operations Manager

**Number of direct reports:** 0

**Leadership Band:** Leads Self

## Purpose of the role:

The Finance and Operations Officer (FOO) provides administration and operations support to the Philippines Office and is mainly accountable for preparing and processing payments and transactions, ensuring good accounting practice, and providing accurate financial information and operations management for The Fred Hollows Foundation (FHF) Philippines programs.

## The Finance and Operations Officer will own the outcomes of:

### 1. Finance Administration:

- Prepare and check all documentation for payments, advance, and acquittal to align with the approved budget and ensure FHF policies, procedures, and donor requirements compliance.
- Enter and post all transactions into the financial system, ensuring correct approvals, accuracy, timely data entry of data and filing of documentation.
- Ensure all program staff and partners understand the financial requirements, policies, and procedures for smooth financial operations. Assist the program staff with the preparation and monitoring of the budget.
- Coordinate procurement functions and ensure suppliers and vendors appropriately respond to FHF's needs and policies.
- Assist in preparing monthly reports and other stakeholders' reports on time as required.
- Coordinate and support external and internal audits.
- Provide proactive support to project partners in the financial reporting of FHF projects and closely monitor the partners' compliance with FHF financial regulations.

### 2. Office Management and Administrative Support:

- Assist the Operations Manager in overseeing the efficient running of the country office, including health and safety compliance, stationery, pantry supplies, first aid kit, fixed assets, office equipment, internet, office maintenance and utilities.
- Coordinate the procurement of goods and services to ensure appropriate suppliers fulfil FHF and partners' needs in line with FHF standards.
- Provide administrative support for the local team, including event management, coordination with partners and beneficiaries, contract management, file storage management, preparation of risk registers, fraud, due diligence, child protection and other operational reports.
- Liaise with the global IT service desk to fulfil local office and staff IT support needs.

### 3. Travel & Security Coordination:

- Where necessary, coordinate logistics, travel and accommodation for the country team, visitors, and meetings, including visas, medical and other travel requirements for travellers leaving or entering the country.

### 4. CSN Technical Support:

- Provide technical and functional support for FHF's CSN in its work in other areas, such as maintaining transactional and reporting systems and processes across clusters as needed and supporting the global governance team in getting documents signed, stamped, and notarised where required.

### 5. Other tasks as requested by your manager.

## Our Capabilities:

**As a member of The Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



## Essential Experience:

- Strong experience in Finance, Administration, Procurement and Human Resources management

**Skills:**

- Outstanding organisational skills, attention to detail and ability to meet deadlines in a high-volume work environment.
- Excellent interpersonal, oral, and written communication skills (English essential)
- Excellent knowledge and capability utilising Microsoft Office and accounting software (Sun Systems, Advanced MS Word, and Excel)
- Excellent administration and management skills

**Desirable Experience:**

- Exposure to Sun Systems Accounting Software
- Experience in budgeting, forecasting and financial analysis.
- Working in NGO sectors

**Qualifications:**

Degree in Accounting, Finance, Administration or related discipline

**Travel:**

Mainly domestic travel

International travel when required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

This position is recognised as having "Contact with children" either directly or indirectly.

This position involves "Working with Children" either direct or indirect.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in the Philippines and other provinces where you will be based
- Undergo background checks, including criminal records and qualifications checks.
- Undergo working with children check for positions that are identified as working with children