

**Country Office:** CARE Philippines  
**Position Title:** Grants & Finance Officer  
**Duration of Assignment:** 01 August 2019 – 31 December 2021

### Job Summary

CARE Philippines is implementing “Increasing the Resilience to Natural Hazards”, a 30-month project focused on strengthening disaster preparedness and risk reduction capacities of vulnerable barangays and municipalities. Together with Assistance and Cooperation for Community Resilience and Development (ACCORD), Cordillera Disaster Response and Development Services (CorDis RDS), Leyte Center for Development, Inc (LCDE), and Agri-Aqua Development Coalition (AADC), the project will improve capacities of communities and vulnerable groups through developing early warning and disaster risk reduction mechanisms; developing resilient livelihood strategies for female headed extreme poor households, and; enhancing disaster and climate risk governance.

The project will be implemented in selected areas in the provinces of Cagayan, Mountain Province, Northern Samar, and Surigao del Sur.

The **Grants & Finance Officer** is responsible for the overall financial and grants management of the project. S/he will monitor and provide guidance on the sound use of fiscal resources for the project. If needed, the Grants / Finance Officer will provide capacity building to implementation partners to address potential gaps and risks areas in grants management. The Grants / Finance Officer leads in the reporting on the status of the project’s financial management to the Project Manager and Project Steering Committee.

### Responsibilities and Tasks

#### **Partners’ assessment, capacity building, and subgrant management (60% of the time)**

1. Lead in the preparation of the project annual operating budget as part of the annual work plan process;
2. Work with partner funding arrangements, including review of budgets, prepare subgrant agreements, and coordinate subgrant internal review and finalization. Ensure that subgrants and other contract provisions are in compliance with CARE’s internal policies and practice as well as donor rules and regulations;
3. Perform partners’ financial capacity assessments, analyze capacity assessment reports, and coordinate with the program team on capacity building measures;
4. Review and endorse partners fund transfer request; coordinate with the program team in ensuring validity of request;
5. Review partner’s submission of financial reports and ensure timely, accurate and complete submission of financial as well as liquidation of partner advances, coordinate resolution of related issues;
6. Coordinate with the program team to ensure subgrant provisions are followed;
7. Monitor partners’ financial performance through the conduct of desk reviews or site visits and provide capacity building support to address issues;
8. Establish and maintain all subgrants data and reconcile with PeopleSoft;
9. Coordinate subgrant closeout including supporting the preparation of the final financial report that aligns with the narrative reports, asset validation, transfer of assets, etc.

#### **Donor reporting and audits (20% of the time)**

1. Prepare donor financial reports. Ensure donor reports are prepared, reviewed, and approved on time. Maintain and keep on file submitted versions of donor reports;

2. Prepare fund requests to the donor;
3. Ensure that expenses are with the right chart fields and in compliance with CARE's and donor's regulations;
4. Support donor and other external audit of CARE Philippines. Develop corrective action plans for partners based on the audit findings

**Information and Documentation Monitoring (20% of time)**

1. Establish and maintain partner's information and ensure that information in the financial system are accurate;
2. Prepare fund code, project ID, Activity ID, workflow and budget set-up in the financial system;
3. Monitor the appropriateness of expenses and status of budget and identify issues and recommendations;
4. Support in the preparation of budget plan;
5. Manage Dropbox and hardcopy on grants and contracts;
6. Perform other job duties as assigned.

**Problem Solving Skills**

*There are three levels of problem-solving: 1) What has to be done and how to do it are clearly defined, and the incumbent will face identical or similar problems on a regular basis; 2) What has to be done is known, but how to do it is not defined. The incumbent must use interpolative skills to pick and choose the right strategy to address a given problem; and 3) Why things are done is known, but what has to be done and how to do it are not defined. Situations are variable and the incumbent's response will involve analysis, problem definition, development of alternatives, and making recommendations. He or she will face and address problems that are typically non-recurring. Please indicate which of the above levels of problem-solving this position will face, and why the position falls into that category.*

The Finance / Grant Officer is expected to present all three levels of problem-solving at various stages of the project, although s/he will mainly be faced with the first and second types, considering that policies, rules and regulations are already in place.

**Qualifications and Requirements**

**Education/Training:** *(Required):* University degree, in finance, accountancy, or related field; post-graduate degree a plus; or equivalent combination of education and work experience

**Experience:** *(Desired)* Minimum of three years' experience in finance and grants management, within an INGO or related environment, ideally in the context of disaster preparedness, resilient livelihoods

**Technical Skills:** *(Required)* Excellent planning, organizational, and analytical skills; knowledge of accounting, GAAP and audit requirements; ability to prioritize workload while maintaining a high standard of work; good communication and presentation skills, with the ability to fluently communicate financial information to non-finance persons; Fluency in English in oral and written communications; ability to effectively liaise with key external clients and other relevant stakeholders; ability to work under stressful conditions; good computer skills, especially in Excel

*(Desired)* Knowledge in PeopleSoft software; other relevant Microsoft applications

**Competencies:**

- Initiating Action - Taking prompt action to achieve objectives; being proactive.
- Innovation - Generating innovative solutions; trying different and novel ways to deal with work challenges, opportunities, and probable consequences; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions.

- Planning and Organization - Establishing a course of action for self and others to ensure that work is completed efficiently and effectively in accordance with CARE's core values.
- Stress tolerance - Maintaining effective performance under pressure or adversity; handling stress in a manner that is consistent with CARE's core values.
- Building Partnerships - identifying opportunities and establishing effective relationships between one area and other areas, teams, departments, units, or other organizations to help achieve CARE's objectives.
- Facilitating Change - Encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.

**Freedom to Act / Impact:**

PRIME- takes full and total responsibility in Financial and Grants Management

CONTRIBUTORY - provides support and contributes to the overall success in Project Reporting, Program Design and Strategy

**General Accountability:**

*List the types of decisions the jobholder can make without prior approval: None*

**Financial Accountability**

*Provide detail as to the financial impact and magnitude of this position: None*

**Contacts/Key Relationships**

*List the primary external and internal relationships, which the employee is expected to maintain. Briefly state the purpose of these interactions (including any significant committee involvement) and title of the contact person/people.*

**Internal:**

Project Manager – reporting to  
Project Team – work coordination  
CARE Philippines Staff

**External:**

Audit  
CARE Germany / Phineo Foundation

**Living Conditions**

Location: Quezon City  
Expected percentage of time traveling: up to 60%  
Special conditions: none

For interested applicants, kindly submit a letter of application and updated CV to [careers.phl@care.org](mailto:careers.phl@care.org) & [francelline.jimenez@care.org](mailto:francelline.jimenez@care.org).

Only shortlisted applicants will be contacted for interviews.

For more information about CARE Philippines, visit [www.care-philippines.org](http://www.care-philippines.org) and [www.care.org](http://www.care.org).

