

Job Description

This form enables us to accurately post your position on external sites. The information provided here will be featured in the job post. Please do not use acronyms or industry jargon. Be clear and concise in your answers to the open-ended questions. Incomplete forms will delay posting. Once this form is complete, email it to the HRSC at hrservicecenter@care.org.

Note: All position grades are determined by the Global Total Rewards Team in People & Culture (HR). Please DO NOT fill in the "Grade" box below.

Position Information

Position title: Admin and Finance Officer	Date requested: March 23, 2026
Type of position: Full time, Project Based (1year)	Grade (for HR use only):
Division: Development Unit	Department: Livelihood – Coco RISE
Country: Philippines	Incumbent's name (if applicable):

Job Summary

In 1000 characters or less, state the position's overall purpose or objective, highlighting the general functions the position is responsible for and articulating what the position is expected to accomplish. This section will appear on external sites.

The Admin and Finance Officer is responsible for ensuring efficient financial management, administrative operations, and financial inclusion support for the Coco RISE Project. The role covers finance, procurement, logistics, and office administration while also supporting the establishment and strengthening of savings groups, digital financial systems, and partnerships with financial service providers.

The position ensures compliance with CARE policies and contributes to building transparent, accountable, and financially resilient farmer enterprises.

Responsibilities and Tasks

Describe the major responsibilities, principal tasks, and end results the position is responsible for. Please include rationale as to why it is done and the impact it has on the team or organization. List the responsibilities in the order of importance and state the estimated percentage of time the employee should spend on each responsibility during a typical year.

JOB RESPONSIBILITY 1: Finance and Grants Management

<ul style="list-style-type: none"> • Maintain accurate financial records, including vouchers, ledgers, and supporting documents in compliance with CARE financial policies. • Manage project budget tracking, cash flow monitoring, and financial reporting. • Process payments, advances, liquidations, and payroll-related transactions. • Support financial reporting requirements for internal and donor reporting. • Ensure proper documentation and audit readiness of all financial transactions. • Monitor budget utilization and provide analysis to support decision-making. • Coordinate with project team to ensure cost-effective use of resources. 	40%
	% of time

JOB RESPONSIBILITY 2: Administrative and Procurement Support

<ul style="list-style-type: none"> • Oversee administrative operations including office management, logistics, and asset management. • Facilitate procurement processes in compliance with CARE procurement policies (RFQs, supplier selection, documentation). • Manage inventory of equipment, materials, and project assets. • Support organization of trainings, meetings, stakeholder engagements, and field activities • Coordinate vehicle scheduling, travel arrangements, and logistical support for field teams • Ensure proper documentation and filing systems (physical and digital) 	30%
	% of time

JOB RESPONSIBILITY 3: Financial Inclusion and Savings (VSLA/Digital Finance Support)

<ul style="list-style-type: none"> • Support establishment and monitoring of Village Savings and Loan Associations (VSLAs) and digital savings groups. • Assist in facilitating financial literacy training and tracking savings group performance. • Coordinate with fintech providers, banks, and microfinance institutions for digital financial services. • Support adoption of digital payment systems and cash wallet platforms among farmer groups and enterprises. • Monitor financial records of savings groups and ensure transparency and accountability mechanisms. • Provide administrative and financial support to enterprise financing activities. 	20%
	% of time

JOB RESPONSIBILITY 4: Stakeholders Support, Coordination, and Compliance

<ul style="list-style-type: none"> • Serve as focal point for administrative coordination with partners, suppliers, and stakeholders. • Ensure compliance with CARE policies (Finance, HR, Procurement, Safeguarding). • Support safeguarding compliance and proper handling of complaints and feedback mechanisms. • Assist in project documentation, reporting, and audit processes 	10%
	% of time

OTHER RESPONSIBILITY AS ASSIGNED: of time.

Qualification (Know How)

Indicate the minimum required level of education, experience, and skills necessary to qualify for the position and fulfill the organization’s expectations for job performance. Also include the education, experience, and skills desired for the position.

Education/Training

E.g. high school diploma: college degree (specify major/minor); specialty (ex. Accounting). Include the following phrase when possible: “or equivalent combination of education and work experience.”

Required

Bachelor’s degree in Accountancy, Finance, Business Administration, or related field, or equivalent combination of education and work experience.

Desired

Additional training or certification in financial management, accounting systems, or microfinance.

Experience/Technical Skills

Number of months/ years of previous professional experience in a similar position. Examples: languages; planning; budgeting; word- processing, basic accounting; advanced written communications; presentations; fundraising; training/facilitation, etc.

Required

- Minimum of 2–3 years of experience in finance and administrative roles.
- Experience in financial management, bookkeeping, and procurement processes.
- Experience working in development/NGO projects.
- Basic knowledge of financial inclusion, savings groups, or microfinance systems.
- Strong skills in MS Excel and financial reporting

Desired

- Experience supporting VSLA, digital finance, or fintech partnerships.
- Experience working with rural communities, farmer groups, or cooperatives
- Familiarity with donor-funded project compliance and reporting

Problem Solving

Click on each level (1, 2 or 3) below to indicate what level of problem-solving this position will face.

Select Level: **1** **2** **3**

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 right strategy to address a given problem.

Why does the position fall into this category?

The role requires resolving operational and financial challenges related to budgeting, procurement, logistics, and savings group monitoring. The position must ensure compliance while adapting to field-level realities, including supporting financial inclusion systems and addressing administrative bottlenecks.

Competencies

CARE has 5 Core Competencies that **all** staff are expected to demonstrate, and 2 Leaders Competencies expected of those in management and leadership positions.

Competency proficiency levels define the degree to which a person in a given job is required to demonstrate the competency through observable behavior.

The chart below provides guidance when assigning proficiency levels to jobs. This guidance should be used as a starting point. Click [HERE](#) for guidance on CARE’s Job Classification System

Level	General competency behavior description	Job Classification
Level 1	Foundational: Baseline behaviors.	Support
Level 2	Capable: Practical application of the behaviors.	Professional
Level 3	Inspirational: Role models, coaches, and influences demonstration of the behaviors.	Managerial
Level 4	Transformational: Envisions and innovates the next generation of the behaviors.	Executive

A. Core Competencies

Please indicate at what proficiency level you expect this role to demonstrate each **Core Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **RELATIONSHIP BUILDING 2 - Capable**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION 2 - Capable**
Contributes to an environment where all employees feel a sense of belonging, valued for their differences, and empowered to participate and contribute freely.
- **DYNAMIC LEARNING MINDSET 2 - Capable**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS 2 - Capable**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.

- **COMMUNICATION 2 - Capable**

Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy & cross-cultural sensitivity to navigate difficult situations.

B. Leadership Competencies

If this role is expected to manage direct reports, please indicate at what proficiency level you expect this role to demonstrate each **Leadership Competency**. This may be used in performance conversations and as a guide for staff development. You can find detailed descriptions of each Competency and Proficiency Levels [here](#).

- **Strategic Leadership & Execution**

Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.

- **People Leadership**

Inspires, motivates, & empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

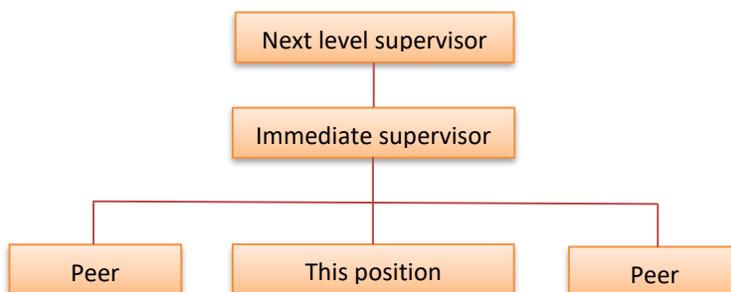
C. Functional Competencies

Choose the **top 3 Functional Competencies** from CARE’s Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role.

This may be used in performance conversations and as a guide for staff development. You can find various job-specific Functional Competency Libraries [here](#). If you are unable to find a specific Competency that you consider essential, please contact your HR Business Partner.

Competencies	Proficiency Level
Delivering Results	2 – Capable
Communication	2 – Capable
Relationship Building	2 - Capable

Organization



Sign-off

Employee Name:

Employee Signature:

Date Signed:

Manager Name:

Manager Signature:

Date Signed: