

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: Finance, Administrative and Savings Officer	Date requested: July 20, 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

The Finance, Administrative and Savings Officer is responsible for ensuring efficient financial management, administrative operations, procurement, logistics, and office support for the Coco RISE Project.

The position ensures compliance with CARE policies, donor requirements, and applicable regulations while supporting project implementation through effective financial and administrative management. The role also provides operational and coordination support for project activities related to savings promotion, financial literacy, financial inclusion, and linkages with financial service providers.

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.

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

• Maintain accurate financial records, including vouchers, ledgers, and supporting documents in compliance with CARE financial policies and procedures. • Manage project budget tracking, cash flow monitoring, and financial reporting. • Process payments, cash advances, liquidations, and other finance-related transactions. • Support the preparation of financial reports for internal management and donor reporting requirements. • Ensure proper documentation, filing, and audit readiness of all financial transactions. • Monitor budget utilization and provide financial analysis to support project planning and decision-making. • Coordinate with project staff to promote the efficient and cost-effective use of project resources.	50%
	% of time

JOB RESPONSIBILITY 2: Administrative and Procurement Support

• 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 the 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)	35% % of time
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JOB RESPONSIBILITY 3: Stakeholders Support, Coordination, and Compliance

• Serve as focal point for administrative coordination with partners, suppliers, consultants, service providers, and stakeholders. • Ensure compliance with CARE policies, donor requirements, and organizational procedures. • Support safeguarding compliance and proper handling of complaints and feedback mechanisms. • Assist in project documentation, reporting, audits, and monitoring visits. • Support coordination between the project team, Country Office, and external stakeholders.	10% % of time
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OTHER RESPONSIBILITY AS ASSIGNED: 5% 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 accounting, Finance, Business Administration, Management, Economics, or a related field, or an equivalent combination of education and work experience.

Desired

Relevant training or certification in finance, accounting, procurement, grants management, or business administration. Knowledge of donor-funded project financial management is an advantage.

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

- At least 3 years of relevant experience in finance, accounting, administration, procurement, or project operations.
- Experience in financial management, budgeting, cash management, financial reporting, and records management.
- Proficiency in Microsoft Office applications, particularly MS Excel, Word, and Outlook.
- Strong organizational, documentation, and administrative skills.
- Good written and verbal communication skills in English and Filipino.
- Ability to manage multiple tasks and meet deadlines with minimal supervision.

Desired

- Experience working in development, humanitarian, or donor-funded projects.
- Familiarity with donor compliance requirements and financial reporting processes.
- Experience in procurement, logistics coordination, and office administration.
- Knowledge of savings promotion, financial literacy, or financial inclusion initiatives is an advantage.

PEOPLE & CULTURE

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 must 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, administration, and compliance. The position must ensure adherence to CARE policies and donor requirements while responding to operational needs and supporting efficient project implementation.

Competency

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 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 C 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 C demonstrating commitment.
- **COMMUNICATION 2 - Capable**
Effectively and appropriately interacts with others to build relationships, influence, and share ideas. Uses tact, diplomacy C 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 C Execution**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, C adjusting.
- **People Leadership**
Inspires, motivates, C empowers people to achieve organizational goals. Coaches, mentors, and manages employee experience, and employee performance. Creates space for others to lead.

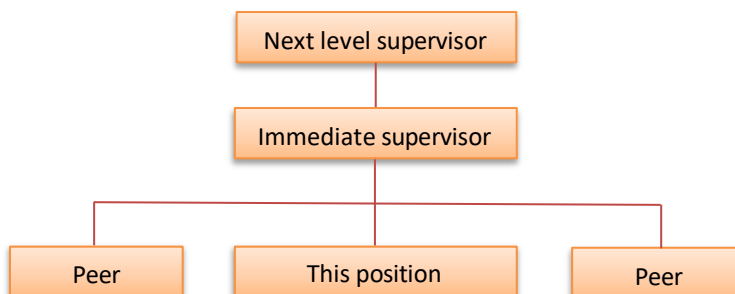
C. Functional Competencies

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