

Job Description (Asia Region)

This job description serves as a clear and accurate outline of the role's purpose, key responsibilities, and required qualifications. It is designed to guide recruitment by ensuring candidates and hiring teams share a common understanding of the position. It also helps align the role with organizational goals, supports performance management, and provides a reference point for career development and workforce planning.

Please complete all sections carefully in a careful and concise manner and do not use acronyms or industry jargon. Incomplete templates will delay posting. Once this is complete, email it to HR.

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

Position Information

Position title: Finance/Liaison Officer	Date requested: 10/07/2026
Position Type (FT/ part-time/ ST etc.): Full Time	Grade (for HR use only): Click or tap here to enter text.
Division: Development Unit	Department: THRIVE BHW Project
Location (Country, City): Quezon Province	Incumbent's name (if applicable): Click or tap here to enter text.
Line Manager: Jerome Lanit / Project Manager	Dotted-line Manager (if applicable): Click or tap here to enter text.
Travel Requirement: % of Time %	

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 Finance/Liaison Officer is responsible for providing financial, administrative, logistics, and stakeholder coordination support to the THRIVE-BHW Project. The position ensures the efficient management of project finances, activity logistics, participant coordination, and communication with Barangay Health Workers (BHWs), Local Government Units (LGUs), health offices, and partner organizations. The role supports project implementation by facilitating timely disbursement and liquidation of funds, coordinating project activities and meetings, maintaining accurate records, and strengthening relationships with stakeholders to ensure smooth delivery of project objectives.

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 I

Financial Management and Compliance	35%
Manage project financial transactions and documentation in accordance with organizational and donor requirements. Prepare payment requests, cash advances, liquidation reports, budget tracking reports, and supporting financial documents. Monitor expenditures against approved budgets and coordinate with finance and operations teams to ensure compliance with financial policies, procurement procedures, and audit requirements.	

JOB RESPONSIBILITY 2

Administrative and Procurement Support	30 %
1. Participant Coordination and Follow-up • Maintain updated participant contact lists. • Send invitations, reminders, and confirmations for meetings, trainings, and project activities. • Conduct follow-up calls, text messages, or visits to ensure participant attendance and address participation concerns. 2. Meeting and Activity Scheduling • Coordinate and schedule meetings, training sessions, workshops, and stakeholder consultations. • Prepare activity calendars and ensure all participants and partners are informed of schedules in advance. • Coordinate availability of facilitators, resource persons, and key stakeholders. 3. Documentation and Administrative Support • Prepare attendance sheets, meeting notices, minutes, activity reports, and correspondence. • Maintain records of participant attendance, meeting outcomes, and follow-up actions. • Assist in tracking activity implementation and reporting administrative and logistical updates to the project team.	

JOB RESPONSIBILITY 3

Activity Logistics and Event Management	15 %
Venue Identification and Logistics Management • Identify, assess, and secure suitable venues for meetings, trainings, and events. • Coordinate venue reservations, equipment requirements, catering, accommodation, and other logistical needs. • Ensure venues are accessible, safe, and conducive to project activities.	

JOB RESPONSIBILITY 4

Stakeholders Support, Coordination, and Compliance	15 %
• 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	

JOB RESPONSIBILITY 5

Click or Tap here to insert Job Responsibility Header	% of time %

JOB RESPONSIBILITY 6

PEOPLE & CULTURE

Other Responsibilities	5 %
Responsibilities on Safety and Security, Gender and Inclusion and Safeguarding and Child Protection: CARE Staff are expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement. Gender equality and inclusion are fundamental at CARE, promoting equal rights and challenging discriminatory norms to achieve social justice. We foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives. All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect. Regular monitoring ensures accountability to uphold these principles and support our mission of social justice and poverty alleviation.	

Qualifications (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 in accounting/finance/business or related courses;

Desired

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

- Experience in budget monitoring, cash advance processing, liquidation, and financial documentation.
- Experience coordinating meetings, trainings, workshops, and community-based activities.
- Experience working in international NGOs, donor-funded projects, or community health programs.
- Familiarity with Local Government Unit processes and community stakeholder engagement.
- Experience supporting projects focused on health, livelihoods, community development, or social protection.

Desired

Problem Solving

PEOPLE & CULTURE

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

Level 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

Level 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.

Level 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.

Why does the position fall into this category?

Problem-solving is key for the Finance/Liaison Officer because the role involves managing finance, administration, logistics, and stakeholder coordination activities. The officer must resolve operational and compliance issues while working with project staff, participants, suppliers, and partners. Effective problem-solving ensures efficient resource management, compliance with organizational policies, and successful implementation of project activities.

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 Level 2- Capable**
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION Level 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 Level 2- Capable**
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS Level 2- Capable**
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION Level 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

PEOPLE & CULTURE

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](#).

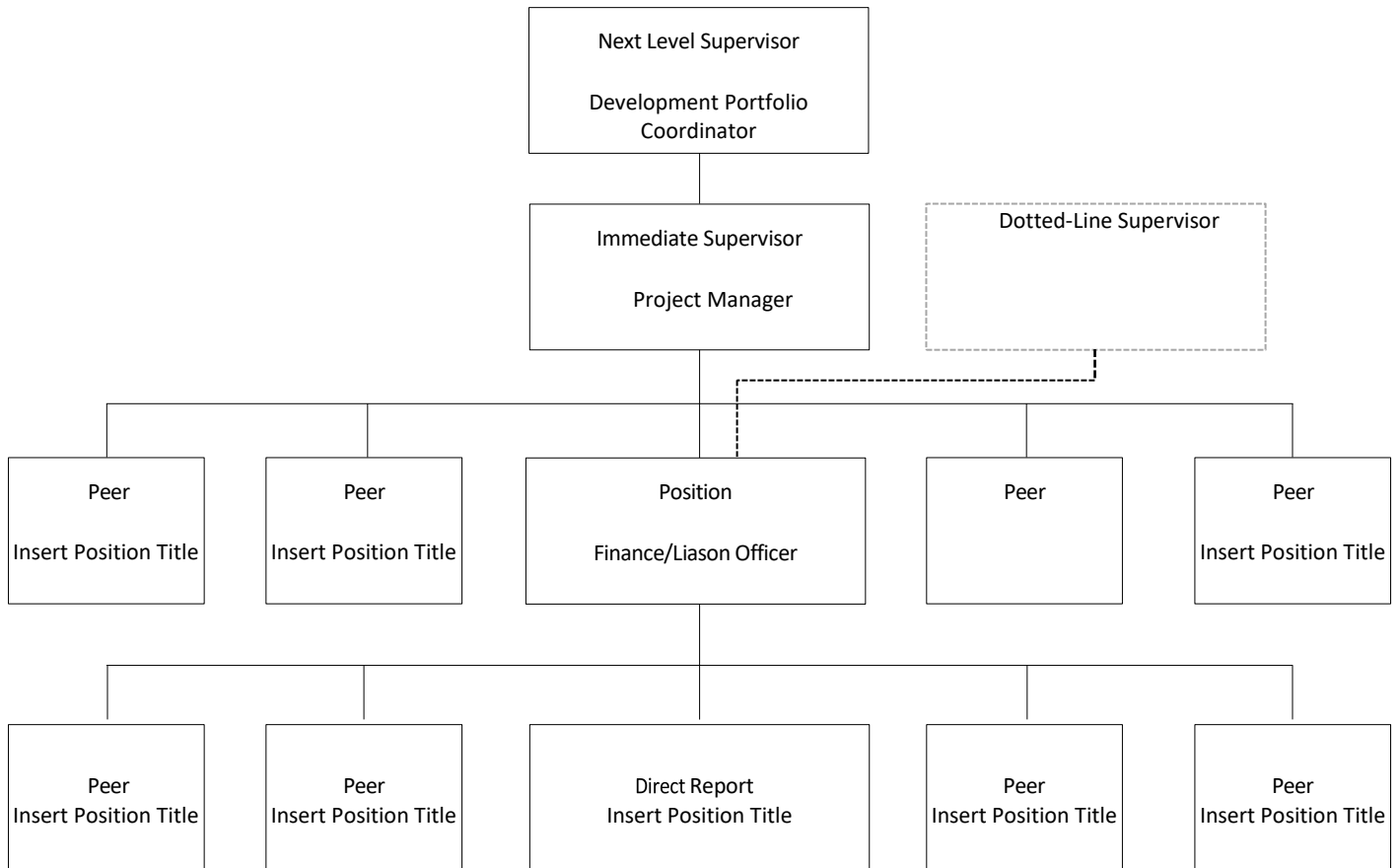
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational 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
Dynamic Learning Mindset	Level 2- Capable
Delivering Results	Level 2- Capable
Communication	Level 2- Capable

Organization



Sign-off

Employee Name:

Click or tap here to enter text.

Employee Signature:

Date:

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Manager Name:

Click or tap here to enter text.

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Manager Signature:

Date:

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