

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 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: Coco LIFT Project
Location (Country, City): Sarangani and South Cotabato	Incumbent's name (if applicable): Click or tap here to enter text.
Line Manager: 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 Officer is responsible for managing the financial operations of the Coco LIFT Project, ensuring compliance with CARE policies, donor requirements, and financial regulations. The position supports budget monitoring, financial reporting, cash management, procurement coordination, and financial documentation to ensure efficient and accountable use of project resources. The Finance Officer works closely with the Project Manager, project staff, and support units to maintain sound financial management and support effective project implementation.

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

Finance and Grants Management	40%
• 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	

JOB RESPONSIBILITY 2

Financial Management and Compliance	25 %
• Process payments, cash advances, liquidations, reimbursements, and other financial transactions. • Ensure all transactions are supported by complete and accurate documentation. • Maintain compliance with CARE policies, donor requirements, and financial procedures. • Support internal and external audits and financial reviews.	

JOB RESPONSIBILITY 3

Administrative and Procurement Support	15 %
• 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)	

JOB RESPONSIBILITY 4

Budget Monitoring, Reporting, and Stakeholder Coordination	15 %
• Prepare financial reports, budget monitoring reports, and expenditure analyses. • Support budget planning, forecasting, and financial tracking. • Coordinate with project staff, vendors, financial institutions, local government units, and other stakeholders on financial and administrative requirements. • Provide financial updates and recommendations to support project implementation.	

JOB RESPONSIBILITY 5

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

PEOPLE & CULTURE

JOB RESPONSIBILITY 6

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 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, or accounting systems.

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 roles.
- Experience in financial management, bookkeeping, and procurement processes.
- Experience working in development/NGO projects.
- Strong skills in MS Excel and financial reporting

PEOPLE & CULTURE

Desired

- Familiarity with donor-funded project compliance and reporting
- Have experience working in the private/corporate sector
- Agricultural Value Chain and Rural Livelihoods Experience
- Partnership and Stakeholder Engagement Skills
- Enterprise Development and Market Linkage Experience

Problem Solving

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 Officer because the role involves managing financial, procurement, and administrative processes while ensuring compliance with organizational policies and donor requirements. The officer must address operational challenges and coordinate with various stakeholders to support effective project implementation. Effective problem-solving ensures accurate financial management, efficient resource utilization, and compliance with established procedures.

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.

PEOPLE & CULTURE

- **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

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](#).

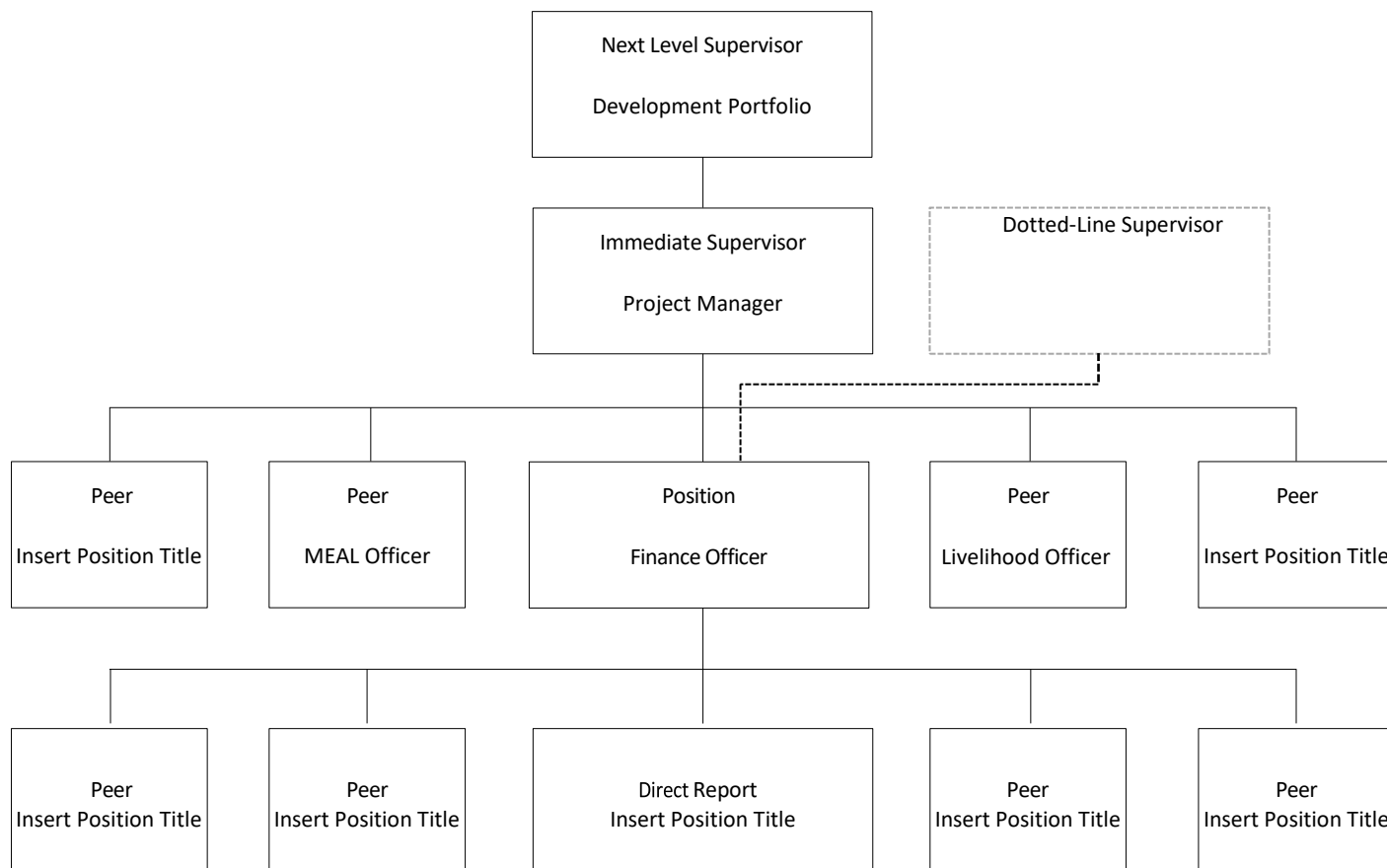
- **STRATEGIC LEADERSHIP & EXECUTION**
Applies vision to think beyond the immediate situation. Invests time in planning, discovery, and reflection. Ensures business goals are met by executing, monitoring, & adjusting.
- **PEOPLE LEADERSHIP**
Inspires, motivates, & empowers people to achieve organizational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

Organization



Sign-off

Employee Name:

Click or tap here to enter text.

Employee Signature:

Date:

--	--

Manager Name:

Click or tap here to enter text.

Manager Signature:

Date:

--	--