

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 Compensation & Benefits Team in People & Culture (HR). Please DO NOT fill in the "Grade" box below.

Position Information

Position title: Admin Finance Assistant	Date requested: August 18, 2026
Type of position: Full Time/Project based	Grade (for HR use only):
Division: Development Unit	Department: EMPOWER Project
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 Assistant is responsible for supporting the overall administrative and financial operations of the field office. This includes providing assistance in financial processing, general office administration, procurement, vehicle and asset management, and front-desk/reception functions. The role ensures compliance with CARE policies and supports the smooth implementation of the Empower the Youth Project.

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

- | | |
|---|-----------------------------------|
| <ul style="list-style-type: none"> -Review field office financial transactions including payment requests, liquidations (staff and partners), TERs, and advances. Coordinate with the relevant teams to address any discrepancies. -Maintain accurate and complete accounting records in both soft and hard copy formats. -Ensure timely payment to vendors, with proper documentation and accurate accounting entries. -Support financial activities related to partner organizations, such as assessments, financial reviews, and capacity-building initiatives. -Ensure proper retention and organization of all financial documents. -Remind project team members to submit their Cash Advances and liquidations promptly and within the required deadlines. -Assist in the preparation of financial statements and budget forecasts for the EMPOWER Project -Support the Project Team in reviewing budget proposals, disbursing funds, and liquidating budgets for enterprises that have received tailored livelihood support. | <p>40</p> <p>% of time</p> |
|---|-----------------------------------|

JOB RESPONSIBILITY 2 Administration (including Procurement and Vehicle Management)

- | | |
|---|-----------------------------------|
| <ul style="list-style-type: none"> -Manage and monitor petty cash, ensuring proper documentation and timely liquidation for Finance Officer review. -Facilitate travel, vehicle requests, training/meeting venues, and hotel bookings for project staff and guests. -Process and prepare payment requests for utility bills, vendor services, and communication expenses, ensuring all necessary documentation is attached. -Support office maintenance tasks, including coordination with service providers for repairs, printing services, and equipment needs. -Organize meeting and conference room setups, including catering coordination as the point of contact with vendors. Also responsible for sourcing new catering services for snacks and meals during both small and large scale activities in the project areas -Handle the dispatch of merchandise to project participants, partners, and project staff, and ensure proper documentation through accurate and organized acknowledgment receipts -Maintain and update the office property register and asset tags coordinate with Program Support; participate in periodic audits with the Finance Officer and Program Support. -Assist the Procurement and Logistics Manager in vendor setup and goods receipt through PeopleSoft. -Maintain accurate records of incoming and outgoing communications. - If a Driver/Office Assistant is assigned to the project, ensure that their daily schedule and logistical tasks are well- coordinated and efficiently implemented. Part of the tasks would be vehicle scheduling, ensuring logbooks are updated, and monitor records for maintenance, fuel, insurance, registration, and repairs. -Create vendor profiles in PeopleSoft as needed. | <p>40</p> <p>% of time</p> |
|---|-----------------------------------|

JOB RESPONSIBILITY 3 Customer Service & Reception

- | | |
|--|-----------|
| -Manage the staff house, including answering calls, receiving guests, and directing inquiries to appropriate staff. | 15 |
| -Sort and distribute incoming mail; handle outgoing communications and visitor/project participants/partners scheduling. | % of time |
| -Maintain a record of collections, petty receivables, and other bookkeeping-related office tasks. | |
| -Update and maintain the EMPOWER project visibility board. | |

OTHER RESPONSIBILITIES AS ASSIGNED	% of time
5	

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

-College Degree Holder in Business Management, HR Administration, Psychology, or its equivalent

Desired

PEOPLE & CULTURE

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 1 year experience in handling general Admin and Finance Functions.
- Worked in office administration and human resource management in a large development or learning organization.
- Thorough understanding of the development and NGO sector

Desired

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

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

Why does the position fall into this category?

Problem-solving is essential to the Admin and Finance Assistant role because it ensures the smooth and efficient handling of day-to-day operational challenges—whether it's resolving discrepancies in financial records, addressing logistical issues, or managing unexpected administrative needs. The ability to think critically and find practical solutions helps maintain compliance, support project activities, and contribute to the overall effectiveness and reliability of the field office.

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

PEOPLE & CULTURE

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 1 – Foundational** ☐
Develops internal and external trusting & professional relationships. Purposefully develops networks to build value through collaboration.
- **INCLUSION 1 – Foundational** ☐
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 1 – Foundational** ☐
Continuously seeks opportunities to learn, questions past approaches in the current environment, owns growth and learns from failure.
- **DELIVERING RESULTS 1 – Foundational** ☐
Invests time in planning to achieve goals while meeting quality standards & demonstrating commitment.
- **COMMUNICATION 1 – Foundational** ☐
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

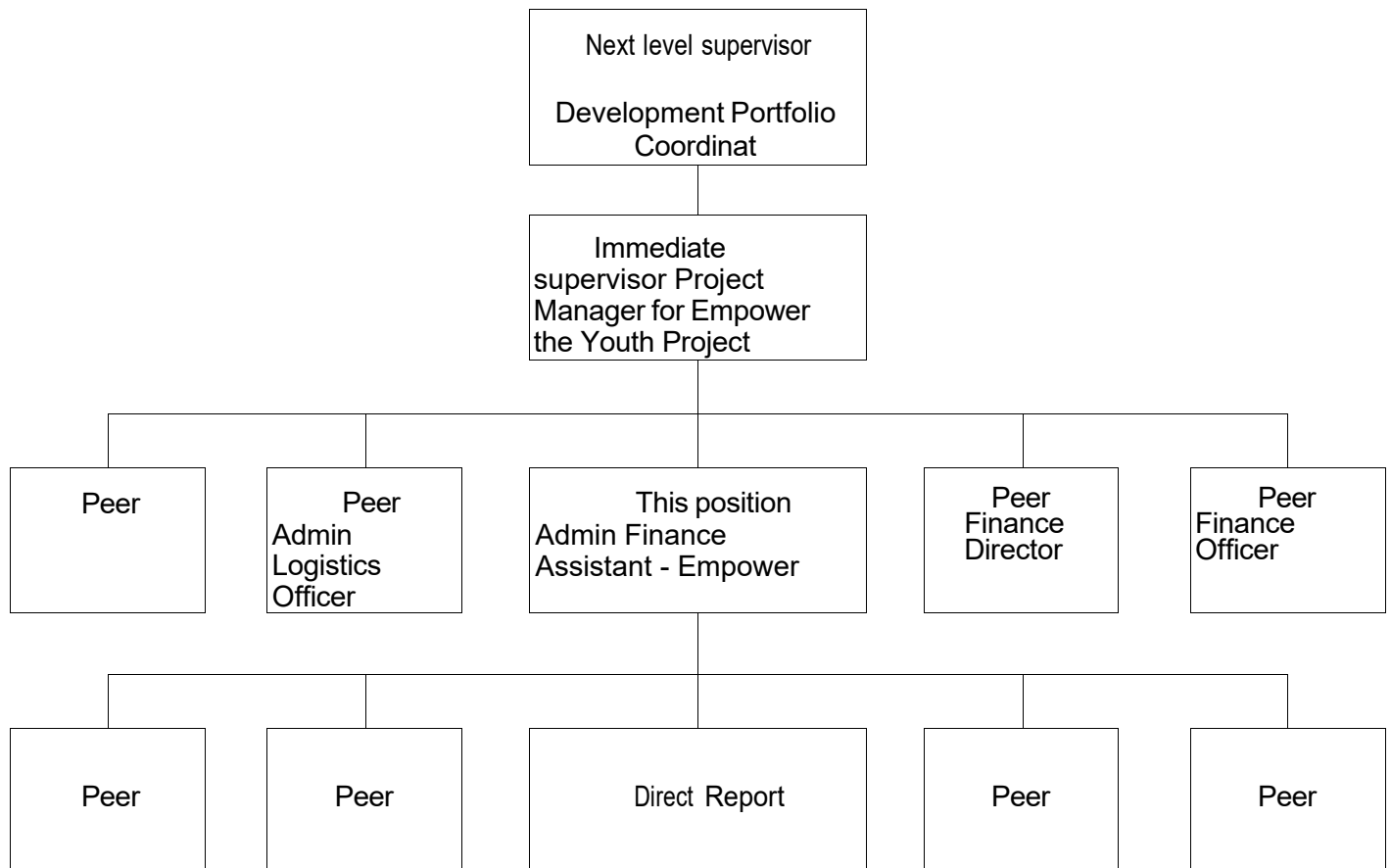
Choose the **top 3 Functional Competencies** from CARE's Competency Library that this role must demonstrate to create the desired impact. There are many competencies that will fit the role, however, please think about the most essential skills needed for this employee to succeed in their role.

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.

**PEOPLE
& CULTURE**

Competencies	Proficiency Level
Delivering Results	1 — Foundational 
Dynamic Learning Mindset	1 — Foundational 
Relationship Building	1 — Foundational 

Organization




JOY DAMAN
EMPOWER PROJECT MANAGER
Date: August 18, 2026