**Finance and Admin Assistant**

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| **Job grade** | **International** | **Reports to** | **Project Manager of NBCAP** |
| **Directorate** | **Conservation and Policy** | **Function** |  |
| **Contract** | **Fixed term contract** | **Location** | **Manila, Philippines** |

**Responsibility for resources**

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| **Direct line reports** | **NA** | **Responsibility for other resources** | **NA** |
| **Financial resources** | **NA** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

In 2010, the ZSL-Philippines Country Office was established as a duly accredited NGO registered under the Securities and Exchange Commission (SEC) as a local branch of a foreign charitable institution registered in UK and holds its primary office in Iloilo City. Over the past 15 years ZSL-Philippines has gained ground in mangrove conservation ranging from in-situ rehabilitation projects, development of science-based planting protocols, reversion of abandoned, unproductive, and underutilized (AUU) fishponds, capacity building of local and national mangrove practitioners, and national policy advocacy on mangrove reversion and restoration of coastal greenbelts. Since 2013 ZSL-Philippines bolstered its work on seahorse conservation and locally managed marine protected areas (MPAs) in the Philippines especially in Danajon Bank, Bohol. MPA work expanded to other parts of the Visayas, and most recently in Siargao islands and Masinloc, Zambales. ZSL-Philippines implements freshwater conservation in northern Luzon particularly protecting the endangered Philippine eels from overexploitation. From 2018, ZSL-Philippines played an active role in the conservation of Palawan pangolins and its habitats, alongst side improvement of communities protecting them. The conservation of the endangered Mindoro tamaraw adds to its programme portfolio in 2023. To date, ZSL-Philippines has 36 staff based in its home and field offices and hubs: Iloilo, Puerto Princesa, Tuguegarao, Siargao, and Masinloc with an annual budget of £200,000 per annum and supported with robust financial, human resources, and health and safety management systems.

**Project Description**

The Blue Carbon Action Partnership (BCAP) was launched at the Our Ocean Conference in March 2023 to scale blue carbon benefits through coordinated action to unlock finance, strengthen science and empower local communities. BCAP is supporting national governments in achieving their blue carbon ambitions and coordinating, communicating and connecting global stakeholders in blue carbon ecosystems at a global and national scale. The first National BCAP (NBCAP) is in the Philippines, following the establishment of a partnership with the Philippines at the World Economic Forum’s Annual Meeting in Davos in January 2023, reinforced at UNFCCC COP 28 in Dubai in December 2023. The NBCAP Secretariat is a local body that shares the goals of the NBCAP and can legally accommodate the NBCAP Secretariat. A local ZSL office will manage the NBCAP’s finances, enable local staff to be hired, and share responsibility for overseeing the delivery of the NBCAP in an unbiased manner. The NBCAP Secretariat should operate independently of ZSL.

**Overview**

The National Blue Carbon Action Partnership (NBCAP) is seeking a highly organized and detail-oriented Operations Officer to manage invoicing, contracts, and various supportive tasks. As an integral member of our team, you will play a crucial role in ensuring the smooth functioning of NBCAP's operations, contributing to the organization's mission of advancing blue carbon initiatives globally.

**Key Responsibilities**

1. **Invoicing:**
   * Generate and issue invoices accurately and in a timely manner, in accordance with ZSL’s and WEF’s invoicing procedures.
   * Maintain detailed records of invoicing activities, ensuring completeness and accuracy for financial reporting purposes.
   * Coordinate with the team and WEF to resolve any invoicing discrepancies or issues promptly.
2. **Contracts Management:**
   * Assist in the preparation, review, and execution of contracts and agreements related to NBCAP's operations and projects.
   * Ensure compliance with contractual terms and conditions and maintain organized records of all contractual documents.
   * Facilitate communication between NBCAP and external partners/vendors regarding contract negotiations and fulfillment.
3. **Financial Reporting**

* Ensure timely submission of liquidation reports
  + Ensure the Project Team meet the monthly deadlines for posting, ensuring submission to HQ London by 5th working day of the month
* Prepare financial reports required by Project Donor/Funders
* Review Budget Variance Report generated by IFBP (KFry) and note of any concerns for discussion with PM and FM
* Provide Finance Manager with relevant documents/schedules necessary for month end file

1. **Supportive Tasks:**
   * Provide administrative support to various NBCAP initiatives, including scheduling meetings, managing correspondence, and organizing documentation.
   * Assist in maintaining NBCAP's internal databases and systems, ensuring data integrity and accessibility.
   * Collaborate with other team members to streamline operational processes and identify opportunities for improvement.
   * Account for and review staff cash advances requests and their timely settlement.
   * Review staff cash liquidations, ensuring that the expenditure is allowable according to donor compliance
   * Other ad hoc administrative tasks as requested by the Finance and Project Manager

*Qualifications*

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| Experience | |
| Essential | * Bachelor's degree in Business Administration, Finance, or related field. * Prior experience in invoicing, contracts management, or operations support roles. * Proficiency in MS Office suite (Word, Excel, Outlook) and familiarity with contract management software/tools. * Strong attention to detail and ability to maintain accuracy while managing multiple tasks and deadlines. * Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders. * Knowledge of financial and contractual principles and procedures. * Ability to work collaboratively in a team environment, as well as independently with minimal supervision. * Knowledge of environmental conservation or related fields is a plus. |
| Desirable | * Experience in projects funded by bilateral or multilateral donor organizations (e.g., USAID, EU, etc.) is an advantage. * Knowledge of multi-stakeholder collaboration in conservation settings is desirable. |
| Knowledge and skills | |
| Essential | * Excellent written and spoken English and Tagalog. * Proven ability to work effectively with teams and senior managers. * Highly computer literate particularly in MS office packages (e.g., Word, Excel, Powerpoint, and MS Teams). |
| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging. |
| Additional requirements | |
| Essential | * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures |