



Finance and Administrative Assistant

Job grade	International	Reports to	
Directorate	Conservation and Policy	Function	
Contract	Fixed term contract	Location	Ortigas, Philippines

Responsibility for resources

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.

The **Zoological Society of London Philippines (ZSL Philippines)** country office was established in 2010 as an SEC-registered NGO and serves as the Philippine programme of ZSL, a UK-based international conservation organization. Headquartered in Iloilo City, ZSL Philippines implements science-based and community-led conservation programmes across coastal, marine, and freshwater ecosystems. Over the past 15 years, ZSL Philippines has developed strong expertise in mangrove restoration, marine protected areas, and species conservation, including work on seahorses, Philippine eels, Palawan pangolins, and the Mindoro tamaraw. The programme operates across multiple sites nationwide, with staff based in Iloilo, Tuguegarao, and Cebu. ZSL Philippines has approximately 40 staff and is supported by robust operational systems that enable effective and collaborative conservation action across priority landscapes and seascapes.

Project Description

The GEF PRICELESS Project seeks to increase legal protection for the Philippines Rise Marine Resource Reserve (PRMRR), formally listing this marine protected area under the Expanded National Integrated Protected Area System (ENIPAS). The PRMRR will be overseen by a permanent Protected Area Management Board (PAMB), which will be in a position to harmonize conflicting mandates and agendas between the various institutions currently tasked with governance. The GEF PRICELESS project will also address key data and information gaps to enable appropriate management, including gaps relating to key biodiversity, fisheries/resource uses, and associated threats. This will enable the PAMB to execute the necessary protected area enforcement and awareness-raising efforts, and thus foster enhanced appreciation for the value of PRMRR biodiversity and marine resources and compliance with laws and regulations. Management grounded in robust data and information will also facilitate fishing communities' access to benefits from sustainable fishing and alternative livelihoods. Finally, the GEF

PRICELESS project will provide a model for the Philippines and elsewhere for achieving offshore marine resource and ecosystem protection targets, including those related to biodiversity within the CBD, and add a large, highly biodiverse and unique ecosystem to the world's Key Biodiversity Area (KBA) and Ecologically or Biologically Significant Area (EBSA) systems.

Purpose of the Role

A Finance and Admin Assistant is in charge of keeping track of the ZSL Philippines Project finances and admin identified under her responsibility. He/ She enters data into databases, prepare financial statements, process invoices, and support Project Team members throughout the project.

Key responsibilities

- Provide comprehensive admin support to the project team and head office, including but not limited to filing, documentation, asset inventory, procurement coordination, and general compliance.
- Maintain safe custody of cash, conduct monthly cash counts, and reconcile petty cash with zero unexplained variances.
- Post timely and accurate transactions, liquidations, and adjustments in QuickBooks in line with cut-off schedules.
- Prepare monthly bank reconciliations, petty cash cash certificates, and required schedules for month-end files.
- Compile and submit monthly financial reports to the Finance Manager, Project Manager, and Country Director as required.
- Organize and archive financial and project records (soft and hard copies) to audit-ready standards.
- Support statutory and project audits by preparing schedules and providing complete supporting documentation.
- Manage staff cash advances end-to-end: tracking, follow-up, and review of liquidations for donor allowability and completeness.
- Enforce monthly deadlines and escalate risks to timelines based on the relevant finance memo.
- Review invoices, purchases, and subcontractor payments for completeness, accuracy, and compliance with donor and organizational policies.
- Provide logistical and office support (supplies, vendor coordination, bookings, and records), ensuring cost-effectiveness and documentation.
- Serve as the H&S focal point for the project site—monitoring, follow-up, and reporting (e.g., PPE, checklists, typhoon protocol sop's); risk assessments and final decisions remain with the PM and HR.

Person Specification

Experience	
Essential	<ul style="list-style-type: none"> • A degree holder in accounting, management, or finance related field of study. • With at least two (2) years of experience in finance and admin work. • Strong organizational skills and high attention to details. • With experience and knowledgeable in general ledger transaction posting. • Capable of writing technical reports and creating equivalent presentations. • Proven ability to work effectively with teams and senior managers. • At least 1 year of experience in project organization, budgeting, and forecasting.
Desirable	<ul style="list-style-type: none"> • Experience on the use of QuickBooks is an advantage. • Preferably, but not necessary, with previous experience in non-government organizations (NGO) settings and natural resource conservation and management programs.
Knowledge and skills	
Essential	<ul style="list-style-type: none"> • Proficient in the use of spreadsheet software, i.e., MS Excel. • Good communication and writing skills in Filipino and English. • Highly computer literate particularly in MS office packages (e.g., Word, Excel, Powerpoint, and MS Teams).
Desirable	<ul style="list-style-type: none"> • 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	<p><i>Describe the extent to which the job is subject to different working conditions. Delete as appropriate.</i></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> • This post is a blended role for office and frequent field work depending on demand of the project; • 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

Acknowledgement

I have read and understood the Job Description, and I hereby acknowledge the conditions and responsibilities for the job as stipulated in this Job Description.

Job Holder's Signature over Printed Name

Date signed

Kindly affix your signature and date signed on each page of the Job Description.