



Finance Assistant/Bookkeeper

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| Job grade | | Reports to | Project Manager & ZSL Finance Manager |
| Directorate | Conservation and Policy | Function | Finance |
| Contract | Fixed term contract | Location | Tuguegarao City, Philippines |

Responsibility for resources

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| Direct line reports | N/A | Responsibility for other resources | N/A |
| Financial resources | N/A | | |

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 non-government organization (NGO) registered under the Securities and Exchange Commission (SEC) as a local branch of ZSL and holds its primary office in Iloilo City with field offices in Cebu, Puerto Princesa, and Tuguegarao. Over nearly 15 years ZSL Philippines has developed its conservation programme portfolio to include rehabilitation and conservation of mangroves, beach forests and seagrasses; establishment of community-based marine protected areas (MPAs) alongside seahorse conservation; riparian rehabilitation and freshwater conservation to protect the endangered Philippine eels from overexploitation; and conservation of Palawan pangolins and curbing its illegal wildlife trade. Establishment of large-scale offshore MPA and conservation of the endangered Mindoro tamaraw add to its programme portfolio in 2023-24. These programmes are well supported with robust financial, human resources, and health and safety management structures and systems.

Project Description

The Philippine Rise Ocean Conservation Area (PROCA) project presents an opportunity for ZSL-Philippines to partner with the Department of Agriculture-Bureau of Fisheries and Aquatic Resources (DA-BFAR), Fishery Management Area 1 Management Board (FMA1 MB) and Blue Nature Alliance (BNA) to catalyse the creation of approximately 150,000 km² of new large scale MPA and measurably improve management of approximately 10,000 km² of existing coastal MPAs by June 2027, through the following key interventions:

1. **EBSA to MPA Transition:** Upgrade the Philippine Rise Ecologically and Biologically Significant Area (EBSA) to a LSMPA through a structured stakeholder engagement process, zoning, management planning, and legal designation by June 2027.
2. **MPA Governance:** Stand up an FMA1 Management Office by June 2027 and develop institutional and technical capacity in governing FMA1, including management of the existing coastal MPAs and the proposed LSMPA.
3. **Monitoring and Surveillance:** Develop monitoring, control, and surveillance capabilities for the FMA1 Management that will benefit existing coastal MPAs and new offshore LSMPA.
4. **Sustainable Financing:** Assess sustainable finance options for the long-term management of the offshore LSMPA by June 2025. A potential Phase 2 engagement will be developed upon legal designation of the Philippine Rise LSMPA focusing on advancing the implementation of the selected sustainable finance model.

Purpose of the role

The successful applicant will be based in ZSL Philippines Tuguegarao Field Office, with occasional travel to project sites in Aurora, Cagayan, Isabela and Quezon provinces, and Metro Manila, and Iloilo Country office. S/He will work directly with ZSL Philippines PROCA Project Manager and indirectly with ZSL Philippines Finance Manager, who will provide guidance on financial management relative to project planning, implementation, monitoring, evaluation and learning. In coordination with the DA-BFAR, FMA 1 MB, and ZSL Philippines/UK PROCA Project Team and reporting to the Project Manager, the post holder will deliver his/her responsibilities based on agreed upon approved project workplan and budgets to ensure accomplishment of project goals, and objectives.

His/her key responsibilities will focus mainly on keeping track of the project finances and budgets following ZSL and donor financial policies and procedures. S/He will process cash advances, payments, and invoices; verify staff liquidations; bookkeep transactions into ZSL's financial system using Quickbooks, assist in the preparation of budget, forecast and financial report, and support the wider Project team throughout the accounting processes.

Key responsibilities

Following ZSL Philippines' Project Scope of Work (SOW) s/he will:

Finance and Accounting

1. Safekeep of the project's financial records, receipts, and related documents, e.g., cash advances and liquidation reports.
 - Act as focal person for the disbursement of project funds and processing of liquidation.
 - Account for and review staff cash advance requests and ensure timely submission of liquidation reports.
 - Review staff cash liquidations, ensuring that expenditure is allowable according to ZSL policies and donor compliance.

- Review and validate purchases, including payments to subcontractors to ensure compliance with ZSL and donor requirements.
 - Ensure invoices are paid on time and are supported by appropriate documentation for review and approval.
 - Ensure accurate and on-time posting of financial transactions to online QuickBooks following established cut off.
 - File documentation appropriately and methodically within accounting system, soft copies and hard copies.
2. Responsible in the reconciliation of monthly and yearly transactions, and updating of internal financial system, e.g., QuickBooks, and tracking of bank records.
 - Ensure cash is held safely counted and reconciled monthly.
 - Ensure funds are reconciled monthly, and that all outstanding checks are accounted for.
 - Provide ZSL PH and UK Finance teams with relevant documents/schedules necessary for month end file.
 - Stabilize the generation of Bank Reconciliation and Cash Certificates for Petty Cash Fund.
 3. Assist the Finance Officer and/or Finance Manager in preparing the project’s monthly, quarterly, annual, and other financial reports needed by the Project Manager, Country Director, UK Finance teams, or donor.
 - Generate financial reports in QB accounting system for ZSL-wide and Project reporting requirements.
 4. Support the Finance Officer/Finance Manager in the preparation and submission of relevant documents during financial audit.
 - Support statutory and project auditors by providing appropriate documentation to supporting accounting records.
 5. Support the Project Manager and Finance Manager in project planning, financial forecasting, budget preparation and other ad hoc administrative, financial and accounting matters as requested by the former.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Person Specification

| Experience | |
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| Essential | <ul style="list-style-type: none"> • University degree in accounting, finance, business management, or related field of study • With at least two (2) years of experience in accounting or finance in government or corporate settings |

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| | <ul style="list-style-type: none"> • Must have advance knowledge on the use of QuickBooks accounting system. • Strong organizational skills and high attention to details • With experience and knowledgeable in general ledger transaction posting • Proven ability to work effectively with teams and senior managers, and independently with remote and less supervision |
| Desirable | <ul style="list-style-type: none"> • Experience in financial planning/budgeting, forecasting and reporting, an advantage • Preferably, but not necessary, with experience in NGO settings and natural resource conservation and management programs • Experience in projects funded by bilateral or multilateral donor organizations (e.g., USAID, EU, etc.) is an advantage |
| Knowledge and skills | |
| Essential | <ul style="list-style-type: none"> • Proficient in the use of spreadsheet software, i.e., MS Excel • Highly computer literate particularly in MS office packages (e.g., Word, Excel, PowerPoint, and MS Teams), and emailing • Good communication and writing skills in Filipino and English |
| 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 • Ability to speak and understand at least one local languages of Northern Luzon (Ilocano) is an advantage |
| Additional requirements | |
| Essential | <ul style="list-style-type: none"> • This post is an office work with occasional travel and field visits depending on the need 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) • Comply with and promote Health and Safety policies and procedures |

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder to reflect changes in the job or the Society.

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.