

ASEAN-AUSTRALIA COUNTER TRAFFICKING

Terms of Reference

Finance and Administration Assistant

About the organisation

Cardno is a global consulting organisation that manages projects for major donors, delivering aid work in various disciplines such as education, health, governance, resource and environment management and infrastructure. Our work expands across Europe, Latin and North America, Asia, the Pacific and Africa. With over 6,000 staff worldwide, our vision is to be a world leader in the provision of professional services to improve the physical and social environment.

About the program:

ASEAN–Australia Counter Trafficking (ASEAN-ACT) continues Australia's long running collaboration with ASEAN and its Member States to end human trafficking in the region. The program is a ten-year investment principally working with strengthening the justice sector response to trafficking in persons, while advancing the rights of victims. The program aims to establish new partnerships with allied government agencies, civil society, and business. We engage with all 10 ASEAN Member States in some capacity and have national-level programming in Cambodia, Lao PDR, the Philippines, Thailand, and Vietnam. We are establishing programming in Indonesia, and it is currently on hold in Myanmar.

Objectives

The Finance and Administration Assistant (FAA) will support the Finance and Administration Officer (FAO) and the Country Manager (CM) in a range of activities which may include finance, administration, and logistics.

Roles and Responsibilities

The Finance and Administration Assistant (FAA) will support the Finance and Administration Officer (FAO) and Operations Manager (OM) and is a member of the Country Team.

The Finance and Administration Assistant will work in a timely and detailed manner to support the Finance and Administration Officer (FAO) and Country Team to ensure ASEAN-ACT's program implementation, administration, records and processes are complete, accurate and comply with the program's policies and procedures. The position will support the Finance and Administration Officer (FAO) and Operations Manager (OM), and the Country team in support with administration, finances, and logistics as required. Specifically, the FAA will:

Finance

- Budget Assistance
 - Work closely with the FAO to prepare activity budgets and supporting documents.
- Policies and Procedure
 - Under the direction of the FAO/CM/OM ensure internal controls are adhered to and policies and procedures as per the Operations Manual are implemented and any updates/changes to be communicated to country team members clearly and

Deadline for applications

5PM Manila time, 28
November 2021

Position

Finance and Administration
Assistant

Position Status

National Remuneration
Framework

**Applicants must be ASEAN
nationals.**

Duration

1 year with the possibility of
extension

Reports to

Operations Manager

Location

Manila, Philippines

Remuneration, Performance Management and Reporting Framework

As per ASEAN-ACT HR
Framework

Contact details

Queries relating to this
position should be directed to
recruitment@aseanact.org

It is essential that you quote
'**Finance and Administration
Assistant-Philippines**' in
your email title, or you may
not receive a response.

effectively.

- Reporting
 - Assist the FAO prepare supporting documents for cash and bank transactions in a timely manner;
 - Provide financial details/inputs in program reports;
- Cash Management
 - Assist the FAO process petty cash payments and acquittals, banking, transfers and payments;
- Financial supports
 - Follow up with vendors for outstanding invoices, translate and attach sufficient supporting documents as per the Operation Manual;
 - Scan all files and submit to the FAO each month;
 - Assist the FAO on financial and bank matters including sending necessary supporting documents to the bank as for bank transfer transactions as needed;

Administration

- Office management
 - Work closely with the FAO to keep essential office consumables such as office supplies and stationery up to date;
 - Purchase office supplies, stationaries and propose maintenance and replacement when required;
 - Work closely with the FAO and Country Team in the sourcing and liasing with suppliers and contractors on program related procurement;
 - Assist to manage assets and inventory;
 - Support the FAO with the program office files, ensuring all expenditure has adequate supporting documents as per the Operations Manual;
 - Scan all files and upload to OneDrive each month as part of the month end process;
- Assist the FAO to coordinate and manage staff and office insurance

Logistics

- Work closely with the FAO and Country Team to arrange and coordinate logistics for program related travel including visa, airfares, accommodation and transport to provide updates of bookings where required.

Activity support

- Assist with the arrangement of logistics that relates to training, workshops and meetings, and any other program events;
 - Support the Country Team with workshop materials and set up workshop venue;
 - Work closely with the FAO to process the payment of travel allowance to counterparts in accordance with the Operations Manual;
 - Contact translators for events and document translation. Prepare supporting documents for processing payment for interpreter/translation services
 - Support the Country Team in the preparation, conduct and implementation of online activities, consistent with standards set.
 - Support the Country Team at events, trainings or other program activities to ensure quality delivery and high standards.
- Ensure compliance with DFAT core policies, including but not limited to Disability and Child Protection Policy.
 - Other duties as directed by the CM/OM.

Child protection

Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our International Development programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.

Cardno is an equal opportunity employer

Cardno encourages women to apply. Cardno recognises the moral and legal responsibility to provide an equal opportunity workplace by ensuring that all recruitment and selection decisions are based on the best qualified and experienced candidate who can perform the genuine inherent requirements of the position.

Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

Selection Criteria

Qualifications

- Post-secondary or tertiary qualification in a relevant discipline, such as financial management, accounting, or public administration is desirable.

Essential

- Experience with budgeting, bookkeeping, and support to operations;
- Good interpersonal, teamwork and communication skills and able to maintain good relationships with colleagues and external counterparts and stakeholders;
- Hard working, committed, willing to support other team members, excellent planning and organisational skills with demonstrated experience in assisting to organise meetings and events including arranging travel and logistics;
- Ability to work under pressure whilst ensuring accuracy and attention to detail; and
- Competent information technology skills.

How to apply

Interested applicants must submit:

- A curriculum vitae
- A cover letter, describing how your skills and experience are applicable to the selection criteria.
- The names and contact details of three professional referees

Applicants should clearly indicate 'Finance and Administration Assistant - Philippines' in your e-mail title and submit to recruitment@aseanact.org.

ASEAN-ACT is committed to achieving workplace diversity in terms of gender, nationality and culture. Individual from minority groups, indigenous groups, People with a disability, women and ASEAN nationals are strongly encouraged to apply.

All applications will be treated with the strictest confidence.

Due to the expected volume of applications, only candidates under positive consideration will be notified.

Other Information

Amendments to the position's Terms of Reference may be made during the period of the engagement as required.