



TERMS OF REFERENCE

PHILIPPINE CENTER FOR ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT, INC.

Position Needed: Administrative and Finance Asst.

Location: 3/F Asian Pacific Center, 26 Harvard St., Cubao, Quezon City

Contact number: (632) – 70043908

Email address: admin@pcepsdi.org.ph

Contact Person: Ms. Rhea Paredes, Administrative and Finance Manager

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BACKGROUND AND OBJECTIVES:

The Philippine Center for Environmental Protection and Sustainable Development, Inc. (PCEPSDI) is a non-stock, non-profit, and non-government organization duly registered with the Securities and Exchange Commission. PCEPSDI is the Administrator of the National Ecolabelling Programme – Green Choice Philippines (NELP-GCP), a voluntary, multiple criteria-based, and third-party programme that aims to encourage clean manufacturing practices and consumption of environmentally preferable products and services.

The organization is in the forefront of the promotion and advocacy of sustainable consumption and production (SCP) practices in the Philippines to include ecolabelling and certification, green procurement, environmental management system, resource efficiency and cleaner production, life cycle assessment, carbon footprint and green-house gases accounting, sustainability reporting, design for environment, and policy development.

WHEREAS, **PCEPSDI** entered into a joint venture with individuals of the same interests for purpose of establishing a company that will provide consultancy services, environment friendly and sustainable technologies;

Correspondingly, PCEPSDI is need of dynamic and hardworking individual that will occupy the position of **ADMINISTRATIVE AND FINANCE ASST.**, to support the accounting operations and various activities of the organization and its subsidiaries's day to day transactions.

PURPOSE:

The Administrative and Finance Asst. shall be responsible for daily task management within the organization and its subsidiaries. His/Her responsibility is to maintain the admin records of a company on its day-to-day transactions to include providing support to managers and employees, assisting in daily office needs and managing company's general admin activities.

SCOPE OF WORK:

His/her major responsibility is to maintain the admin & financial records of a company on its day-to-day transactions.

The **ADMINISTRATIVE & FINANCE ASSISTANT** will render an 8-hrs duty between 8am to 5 pm daily. His/her tasks should include:

A. **Administrative Functions** – performs a variety of administrative and clerical tasks, to include providing support to managers and employees, assisting in daily office needs and managing company's general admin activities (see attached Annex 2).

B. **Finance** – supports accounting operations and budget preparation for day to day transactions.

Functions:

- Cash handling of petty cash fund of Php 15,000.00 for the company.
- Prepares Budget Request for PCEPSDI's operational activities.
- Check releasing to suppliers, customers and clients
- Prepares payroll, petty cash replenishments, and monthly government mandatory contributions (SSS, Philhealth, Pag-ibig, Loans)
- Process billings and follow-up collections with clients and partners.

QUALIFICATIONS:

The position holder must qualify the following requirements:

1. **Educational Requirement:**

- Preferably an accounting graduate, with associate BS degree in administrative, finance or business is an advantage.

2. **Experience Requirement:**

- With at least (1) year of working experience
- Knowledgeable on latest bookkeeping practices, with minimum of one-year responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Knowledgeable on generally accepted accounting principles and procedures
- Highly knowledgeable on relevant legislation and regulatory requirements
- Have considerable knowledge on administrative and event management procedures.
- Proficient in using computers with related knowledge on Advanced MS Excel Skills (creating spreadsheet and financial functions)

3. **Language and Work Ethic Requirement:**

- Must be able to keep client matters strictly confidential.
- Highly **organized** and process driven.
- High levels of integrity and trustworthiness.
- Must have excellent interpersonal and customer service skills.
- Must have good concentration on information collection and monitoring
- A multi-tasker with strong ability to work under pressure.
- With good communication skills, oral and in writing.
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Knowledgeable in planning, organizing, problem analysis and solving

- Ability to perform a variety of specialized activities related to financial resources management, including formulating budgets, maintaining Accounts Receivables and Accounts Payables, making transactions and reporting.
- Ability to provide input to business processes re-engineering, and implementation of new system.
- Ability to work within a team and provide support to the organization staffs.

As such, the position holder must have considerable knowledge on event management procedures.

To apply

Interested parties may send their application letter, comprehensive resume with attached picture and character references, and other supporting documents addressed to Ms. Rhea O. Paredes, Administrative and Finance Manager, and send to admin@pcepsdi.org.ph or through our website at www.pcepsdi.org.ph/careers

Administrative Functions:

- Monitors Daily Time Records of all Employees
- Maintains payroll records for the staff:
 - Individual pay cards for all employees.
 - SSS loans and Pag-Ibig loans.
 - Leave cards
- Safekeeping of Confidential Administrative files such as but not limited to:
 1. Notarized MOU/MOA/MRA of every company's agreement.
 2. Notarized Service Contract, Consultancy Service Agreement, and other forms of written arrangement with the personnel.
 3. Updated files of due diligence documents
 4. 201 file of every employees
 5. Projects Terminal Reports
- Monitors the inventory and requisition of office supplies.
- Monitors the inventory and requisition of company assets (vehicle, equipments, and furnitures)
- Monitors Reference Books and other reading materials
- Prepares monthly Government Reports (SSS, Philhealth, Pag-ibig, and loans)
- Facilitate record update on Government Contributions
- Do follow-up calls to clients and partners of PCEPSDI.
- Attend to all phone calls and inquiries about the program.
- Arrange air flights and hotel accommodation of employees and consultant.
- Manage outgoing and incoming post.
- Receive and direct visitors and clients.
- Assist employment requirements of staff members and new hires (Passport renewals, SSS, Philhealth, and MHDF, including loans, claims and declarations.)
- Performs multifaceted general office support
- Directly reports to the Administrative and Finance Manager and Executive Director
- Any other task that the President/Executive Director, Admin & Finance Manager may assign from time to time.