

TERMS OF REFERENCE (ToR)

Position: Administrative and Finance Assistant

I. Background

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 serves as the Administrator of the National Ecolabelling Programme – Green Choice Philippines (NELP-GCP), a voluntary, multiple criteria-based, and third-party certification programme that promotes clean manufacturing practices and environmentally preferable products and services. The organization is at the forefront of promoting Sustainable Consumption and Production (SCP) practices in the Philippines, including ecolabelling and product certification, green procurement, environmental management systems, resource efficiency and cleaner production, life cycle assessment, carbon footprint and greenhouse gas accounting, sustainability reporting, design for environment, circular economy, and sustainability policy development among others.

In line with its expanding programs and operational requirements, PCEPSDI is seeking a dynamic, organized, and hardworking individual to fill the position of **Administrative and Finance Assistant** to support accounting operations and day-to-day administrative and financial activities of the organization and its subsidiaries. The position will play a key role in ensuring smooth office management and compliance with financial policies and procedures.

II. Summary and Purpose of the Position

The Administrative and Finance Assistant Officer will provide administrative, logistical, and financial support to ensure efficient day-to-day office operations. He/she will be responsible for managing daily administrative and financial tasks of the organization. The role ensures efficient office operations, proper record-keeping, financial documentation, compliance with regulatory requirements, and provision of support to management and staff.

The position plays a critical role in maintaining accurate administrative and financial records and supporting the organization's operational and programmatic activities. It requires strong organizational skills, attention to detail, and the ability to manage multiple tasks while maintaining confidentiality and compliance with internal regulations.

III. Scope of Work

The major responsibility of the Administrative and Finance Assistant is to maintain administrative and financial records of the organization's day-to-day transactions. The position requires an eight (8) hour work schedule, from 8:00 AM to 5:00 PM daily.

IV. Duties and Responsibilities

A. Administrative Functions

The Administrative and Finance Assistant shall perform a variety of administrative and clerical tasks, including but not limited to:

1. Human Resource and Employment Administration

- 1.1. Facilitate recruitment and exit processes, including screening, interview coordination, and preparation of pre-employment/employment documentation (Offer Letters, Terms of Reference, Contracts).
- 1.2. Assist in government registration of new hires (SSS, PhilHealth, HDMF).
- 1.3. Monitor employee attendance and maintain employment records (201 files, Service Incentive Leaves, Timesheets, Daily Activity Reports).
- 1.4. Prepare payroll summary every cut-off period.

2. Records and Compliance Management

- 2.1. Safekeeping of confidential administrative files, including: notarized MOU/MOA/MRA agreements
 - Service Contracts and Consultancy Agreements
 - Due diligence documents
 - Project Terminal Reports
- 2.2. Prepare monthly government payments and quarterly reporting requirements.
- 2.3. Facilitate annual business permits renewal, government accreditations, and licenses.
- 2.4. Facilitate program and project accreditations and certifications (NELP-GCP license and contract issuance, PhilGEPS accreditation, IPO certification, etc.).

3. Office and Asset Management

- 3.1. Monitor inventory and requisition of office supplies.
- 3.2. Monitor inventory and maintenance of company assets (vehicles, office equipment, furniture).
- 3.3. Monitor reference books and reading materials.
- 3.4. Manage outgoing and incoming mail.
- 3.5. Receive and direct visitors and clients.
- 3.6. Arrange travel (airfare and hotel accommodations) for employees and consultants.

4. Operational and Program Support

- 4.1. Assist Programmes and Projects Department in organizing events, preparation of collaterals, and venue coordination.
- 4.2. Perform general office support functions.
- 4.3. Handle petty cash fund for operational activities.
- 4.4. Conduct follow-up calls with clients and partners.
- 4.5. Attend to phone calls and inquiries regarding programs.
- 4.6. Perform other tasks as may be assigned by the President/Executive Director and Finance Officer.

B. Financial Functions

1. Maintain accurate financial records and documentation of day-to-day transactions.
2. Assist in financial reporting and project-specific accounting.
3. Support formulation of budgets and monitoring of expenditures.
4. Maintain Accounts Receivable and Accounts Payable records.
5. Assist in financial transactions processing and reporting.
6. Support business process improvements and implementation of new systems where necessary.

V. Reporting Line

The Administrative and Finance Assistant shall directly report to the President/Executive Director and work closely with the Administrative and Finance Manager and Finance Officer.

VI. Qualifications

A. Educational Requirements

- Preferably a graduate of Bachelor's degree in Accounting, Finance, Business Administration, or related fields.

B. Experience Requirements

1. At least one (1) year of relevant working experience.
2. Experience in office administration, financial reporting, or project-specific accounting is preferred.
3. Knowledgeable in relevant legislation and regulatory requirements.
4. Familiarity with administrative and event management procedures.
5. Advanced MS Excel skills (spreadsheets, financial functions).

C. Competencies and Work Ethics

1. High level of integrity and ability to maintain strict confidentiality.
2. Highly organized and process-driven.
3. Strong interpersonal and customer service skills.
4. Good communication skills (oral and written).
5. Strong analytical and problem-solving abilities.
6. Ability to prioritize tasks and meet deadlines with attention to detail.
7. Ability to work under pressure and manage multiple responsibilities.
8. Team player with the ability to support organizational staff effectively.

VII. Duty Station

PCEPSDI Office, 3rd Floor ASIA Pacific Building, Harvard Street, Brgy. Socorro, Quezon City

VIII. Application Process

Interested applicants may submit:

- Application letter
- Comprehensive resume with attached photo
- Character references
- Supporting documents

Applications should be addressed to:

Ms. Rhea O. Paredes, Administrative and Finance Manager

and sent via email to: admin@pcepsdi.org.ph or through the website: www.pcepsdi.org.ph/careers