

## JOB DESCRIPTION

**Title:** BRANCH FINANCE AND ADMINISTRATIVE OFFICER

**Activity:** Access to Energy – ATE CO

**Direct Supervisor:** Operations Officer

**Duty Station:** Quezon Province, Burdeos

**Contact:** [recruitment-philippines@entrepreneursdumonde.org](mailto:recruitment-philippines@entrepreneursdumonde.org) - Please kindly send your resume and cover letter if interested.

**Website:** [ateco-ph.com](http://ateco-ph.com)

### FUNCTIONS AND RESPONSIBILITIES

The Branch Finance and Administration Officer reports to and assists the Operations officer to ensure that the branch office is managed affectively and according to internal procedures and regulations.

#### **Job Duties and Responsibilities:**

##### ***Finance Support***

- Receive and review request for cash advances and disbursements of branch staff
- Manage petty cash transactions. Perform cash account at the end of each week: physical counting, review and scan supporting documents
- Request for office and operations small purchases requirements such as installation components, tools and consumables

##### ***Administrative Support***

- Maintenance of branch files and documents such as customer contracts, incident reports, etc.
- Monitor inventory of office supplies and equipment requirements
- Payment of bills
- Ensure the field officers have complete equipment including its purchase and issuance to field officers
- Monitor branch staff attendance

##### ***Operations support***

###### **Collection Process**

- Receive remittances from Portfolio Officers
- Ensure reconciliation of collection between physical counting and theoretical balance
- Regular cash deposit of remittances on the bank account

###### **Stock Management**

- Assist in the issuance of products/items needed for a day in the absence of Operations Officer
- Fill up the bin card
- Filing of return card and incident reports
- Follow resolutions of incident reports
- Assist in the month-end physical inventory conducted by the Logistics and Admin Officer

**Fleet Management**

- Monitoring and review of vehicle logbook
- Submission of report to HO Finance unit for the computation of commuting trips

***Activity reporting***

- Attend regular meeting and report on accomplishments to Operations Officer
- Report to HO for reporting and reconciliation of remittances and reports at least twice a day in a week
- Prepare assessment report and formulate work plans and schedules
- Adhere to the mission and vision of EDM-ATECo.

**REQUIREMENTS**

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- English written and spoken; Tagalog
- Computer literacy and effective abilities in Word, Excel, PowerPoint
- Strong integrity
- Well organized
- An understanding of the non-profit sector
- Good interpersonal skills and efficient communication
- Ability to work independently or as part of a team on multiple tasks
- Degree in Business or Accounting required or equivalent in experience

*Only short-listed candidates will be contacted for an interview. Incomplete applications will not be considered.*