

# FINANCE MANAGER

*Oxfam Pilipinas is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

*All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.*



## ABOUT OXFAM PILIPINAS

We seek lasting change. We at Oxfam Pilipinas dream of and work for a future where Filipinos are free from poverty. For more than 30 years, we have relied on the power of people to carry out programs designed to achieve our shared vision. Central to our strategy is working with partners to transform the unequal power relations, structures, norms, and values that cause poverty and inequality, including gender-based violence and injustice.

We strive to apply a feminist lens to all our analyses and actions. We seek to save lives, provide access to services, and reduce the impact of disasters, particularly on the most vulnerable and disadvantaged. We belong to the larger Oxfam family of over 22 members networked with partners and grassroots communities in all corners of the globe. We are part of a global movement for genuine change, seeking to rid the world of the scourge of poverty, with gender justice at the core of what we do.

## OUR VALUES

**Equality.** We believe everyone has the right to be treated fairly and to have the same rights and opportunities.

**Empowerment.** We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.

**Solidarity.** We join hands, support, and collaborate in working towards a just and sustainable world.

**Inclusiveness.** We embrace diversity and difference and value the perspectives and contributions of people and communities in their fight against poverty and injustice.

**Accountability.** We take responsibility for our action and inaction and hold ourselves accountable to the people we work with and for.

**Courage.** We speak truth to power and act with conviction on the justice of our causes.

## JOB PURPOSE

This role will provide strategic financial leadership and will ensure efficient financial management and operations within Oxfam Pilipinas and with the organisations we are in partnership with and accountable to.

## CORE DETAILS

Workstation:	Quezon City, Philippines
Our package:	Oxfam Pilipinas offers staff a comprehensive benefits package including medical cover, life insurance, leaves and learning and development opportunities.
Internal Grade:	C2 (Php 91,007.15 up to Php 109,208.40)
Contract type:	Fixed term, 2 years

Hours of work:	 37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage.
This role reports to:	Operations Director
Staff reporting to this post:	Senior Finance Officer/s, Finance Officers, and Contracts and Compliance Officer

## DIMENSIONS

- Influencing the financial policies & procedures and supporting and delivering operational implementation by leading the finance team and being part of the organizational leadership.
- Providing professional advice to the Board and executive leadership on areas of strategic finance and operations.
- Ensuring compliance with local laws and statutory audit and financial reporting requirements as well as Oxfam and donors' policies and procedures.
- Developing solutions to diverse and complex problems within organizational policy and Flexibility to anticipate and resolve challenges.
- Interpreting and applying operational and specialist information in a variety of formats from a variety of sources.
- Strong people management skills within team and strong coordination with outsourced providers.

## KEY RESPONSIBILITIES

1. Ensures that the appropriate, effective, and efficient financial and risk management policies, systems, controls and ways of working are in place, documented, understood, complied with, and regularly reviewed and improved.
  - a) Proactively monitors and assesses the quality of existing financial controls and introduces new controls/measures, as appropriate, to minimize the risk of fraud, wastage, and leakage.
  - b) Monitors the implementation and application of the financial controls and compliance with all organizational, legal and statutory reporting requirements, identifies solutions to problems and ensures that they are implemented in a timely, effective, and efficient manner.
2. Responsible for planning, preparation, and execution of annual budgeting and financial monthly, quarterly, and year-end processes and ensuring that submission of annual budget and year-end returns are in line with corporate and regulatory requirements and standards.
3. Manages the organization's financial activities in line with Oxfam's policies, donor obligations and procedures, and legal and statutory requirements.
  - a) Develop financial analysis tools to assist in the management and monitoring of budgets, income, and expenses.
  - b) Ensure proper cash flow and expenditure management and control and efficient grants management.
  - c) Ensures adherence to donor financial requirements and procedures and timely reporting. Periodically reviews actual vs budget variances, analyzes trends, identifies areas of concern and risks, follows up and resolves all budget variance and financial issues with the budget holders, and provides financial management advice about resource utilization and underlying budget forecasts.
  - d) Reviews and verifies monthly/quarterly account returns and balance sheet reconciliations; ensures appropriate course of action is followed to address significant/extraordinary movements in asset and liability accounts and adjust any outstanding balances.
  - e) Promptly reviews and verifies donor financial reports ensuring that financial reports correspond to the narrative reports and reconcile with funding data.
  - f) Reviews and verifies reconciliation of restricted contract balances and ensures that issues arising as a result are addressed and dealt with promptly.
  - g) Reviews and verifies restricted income debtor balances and works proactively to clear income debtor's balances when due.
  - h) Ensures appropriate and secure record keeping for financial transactions in line with donor, Oxfam, and all statutory requirements.
4. Be actively involved in senior leadership and decision-making groups of the organization and relate with the Board of Trustees and other governance bodies as required.
5. Set up efficient ways and contribute to business development and resource mobilization.
6. Leads the review of donor contracts, ensuring that all details are complete and accurate and clearly reflects the interests of both parties.
7. Manages the performance of outsourced day-to-day accounting services and the annual tax return filing and other requirements as required by law.
8. Plans, prepares for, and engages statutory, external, and internal audits. Ensures that recommendations of audits, concerning the finance function, are implemented in a timely, effective, and efficient manner, and reports progress on implementation of the recommendations periodically.
9. Leads and is a Champion of Anti-Fraud and Corruption efforts.

10. Ensures that the Delegation of Authority, bank mandates and list of account signatories are up to date.
11. In relation to Partner Management, together with the program team and other colleagues and in cooperation with the finance team:
  - a) Ensures that the financial aspects of partnership agreements are accurate and in accordance with the implementing guidelines of donors and Oxfam.
  - b) Ensures provision of technical finance support/training to partner organizations in the implementation of joint projects.
  - c) Ensures that partner organizations are aware of and adhere to Oxfam's accepted financial management standards and practices; ensures that donor regulations and requirements are fully understood and implemented by partner organizations.
  - d) Leads on the assessment of Finance function at partner organizations as part of the partner selection and due diligence process.
  - e) Ensures periodic partner financial monitoring visits.

### Other

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Contribute positively to other cross-functional teams as appointed.

## SKILLS, EXPERIENCE AND KNOWLEDGE

### Essential

- Graduate of BS Accountancy or its equivalent.
- Strong knowledge of accounting standards, GAAP, and statutory requirements.
- Five to seven years of senior financial management experience, including improving financial systems, risk management, budgeting, forecasting, reporting, audits and reviews, and relating with Boards and governance bodies, as well as evidence of effective decision-making skills.
- Strong analytical and conceptual thinking skills with a proactive approach to identifying and resolving problems and suggesting improvements; able to understand complex issues and translate them into simple workable actions and plans.
- A strategic perspective and approach with the ability to develop long-term plans and implement them effectively.
- Excellent leadership and people and project management skills, including activity planning, prioritization delivery against agreed deadlines. Able to manage and develop other people's performance and professional standards and potential. Ability to work with others to develop vision into strategy and communicate and influence this to a wider audience.
- A high level of self-awareness, personal energy, stamina and flexibility. Ability to work creatively, effectively and in an innovative manner, adjusting to constantly changing situations while maintaining focus on delivery and follow-through. Ability to work in demanding situations under pressure in a team or independently with minimum supervision and deliver against team objectives.
- Strong computer literacy, and proven experience of computerized accounting packages, preferably MS Dynamics 365 and the like. Strong proven experience in using Excel spreadsheets. Experience in using Internet-based programs and e-mail systems.
- Excellent communication skills, in written and spoken English and Filipino.

- Commitment to the aims, objectives and organizational culture of Oxfam.

### **Desirable**

- Certified Public Accountant.
- Experience in working for large Non-Government Organizations and major donors.
- Sound knowledge and experience of donor-related funds management and ability to work with/manage finances of multi-donor grants.
- Experience in dealing with fraud prevention and investigations.
- Familiarity in procurement and logistics and financial aspects of Human Resource. administration of complex projects.
- Experience of working in highly complex political environments.
- Experience and capability in working with other civil society organizations (partners) and provide effective financial monitoring and capacity building of finance staff in partner organizations.

### **Key Attributes**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

## **HOW TO APPLY**

Applications must include a curriculum vitae and a letter of intent in a single file.

Applicants may also submit their applications to [ophrecruitment@oxfam.org.ph](mailto:ophrecruitment@oxfam.org.ph). Please use the email subject format: Position Applied For - Surname, First Name.