

Call for Job Application

24 July 2014

A2D Project – Research Group for Alternatives to Development, Inc. (A2D Project) is seeking applicants for the position **Project Accountant** for its project “Strengthening Capacities for a Child-Centered Disaster Risk Reduction and Management in the Municipalities of Bantayan and DaanBantayan in the Aftermath of Haiyan”.

A2D Project is an independent, non-profit organization dedicated to finding innovative alternatives to address poverty, exclusion and inequality in the Philippines, especially in the Visayas and Mindanao. Its mission is to improve lives through the advancement of evidence-based development practice and civic-driven initiatives. A2D Project’s focus areas include: 1) disaster risk reduction and climate change adaptation; 2) protection and humanitarian aid; and 3) gender, environment and sustainable development.

In 2010, A2D Project was established as a duly registered non-stock, non-profit organization with the Securities and Exchange Commission. Its office address is located at #3 Mahogany Street, El Dorado Subdivision, Banilad, Cebu City, Philippines. A2D Project’s area of coverage spans the Provinces of Cebu, Bohol, Leyte and Southern Leyte as well as some parts of Mindanao including Zamboanga, Davao City and Iligan City.

Project Background

In pursuit of its mission, A2D Project continues to take the lead in supporting initiatives that promote safer communities and sustainable development by implementing projects that reduce the impact of disasters on communities. It is in this vein that A2D Project is implementing a project funded by the United Nations Children’s Fund (UNICEF) in Typhoon Haiyan affected areas in Northern Cebu entitled “Strengthening Capacities for a Child-Centered Disaster Risk Reduction and Management in the Municipalities of Bantayan and DaanBantayan in the Aftermath of Haiyan”.

The project aims to contribute to integrating child participation in existing DRRM processes—highlighting a child’s right to survival, to protection, to clean water and sanitation, to food, to health and to education which are all affected by a disaster. The project seeks to capacitate children and other community and municipal DRR actors in advancing child-centered disaster risk reduction and management (CC-DRRM) in two municipalities in Northern Cebu, namely DaanBantayan and Bantayan.

The target beneficiaries of the project are local government authorities, school administrators and teachers as well as students, children and youth.

The key result areas and outputs of the project are:

- LGUs have child-centered and risk informed DRRM and development plans and policies;
- Youth and women's groups and school officials are regular and active members of local DRRMCs;
- Communities in program areas for modeling have the resources, knowledge, skills and systems to adopt, promote, and sustain behaviors and practices that improve safety and increase resilience to stresses and shocks; and
- Girls, boys and young people are participating in functional Barangay (village) DRRM councils.

The project will cover 2 barangays as pilot/model sites in the municipalities of Bantayan and Daanbantayan respectively.

Description of the Position

The Project Accountant is a contractual, project-based position. He/she will report to the Project Manager as well as to the Executive Director of A2D Project. The overall responsibility of the Project Accountant is to manage project finances, bookkeeping and preparing financial reports. The Project Accountant will work as a member of the project team consisting the Project Manager, Youth Mobilizers and Project Assistant. He/ she will also work with the administrative staff of A2D Project consisting of Executive Director, Deputy Director, Administrative Manager and Projects Coordinator and Finance Officer.

Specific duties and responsibilities:

A. Project Management

- Support the Project Manager and team in adhering to project objectives and approved work plan and budget.
- Support the Administrative and Finance Officer/Bookkeeper in personnel administration relating to work schedules (including monitoring of time sheets where required and signing off on leave and illness), organization and recording of expenses and oversight of travel logistics (including keeping of rented vehicle travel logs).
- Support the administrative and logistical needs of staff, technical advisor and consultants relating to the execution of field activities, training, meetings and consultations ensuring all activities are completed to budget and on time and management information/data are secured and properly filed.

B. Financial Transactions

- Responsible for all financial functions related to the project;
- Assist in the preparation and monitoring of budget and fund utilization;
- Ensure adequate and reliable supporting documents for commitments and payments;
- Ensure the correctness of contractual and financial details of each invoice, payment;
- Prepares request for interim and final itemized statement of account;
- Prepare payroll, update lists of project staff and their pay;
- Work with the Administrative and Finance Officer in the implementation of procurement plans relating to purchase, management and recording of equipment, supplies and vehicles (including keeping of equipment log)
- Prepare and make requests for replenishment and for closure.
- Liaise with partners and finance unit as and when necessary

C. Accounting

- Ensure the smooth and timely disbursement of funds;
- Prepare documentation for audit purposes;
- Produce audit working papers as required;
- Research and document explanations of significant budget variances on a periodic basis;

D. Reporting

- Prepare and submit timely and accurate financial report (monthly/quarterly/ periodic) to Project Manager and Executive Director;
- Prepares budget Analysis (monthly/ quarterly/periodic)
- Participate in periodic financial reviews as appropriate;

E. Others

- Perform and/or support other tasks or duties as assigned by the Project Manager and Executive Director of A2D Project.

Qualifications

- Bachelor's degree in accounting , business administration/management or related fields;
- More than 3 years of experience in Accounting and Finance;
- Knowledge on Quickbooks accounting software or other accounting platform;
- Ability to work well with others under deadline situations and respond to changes in priorities;
- Good written and verbal communication skills and strong organizational skills;
- Ability to work independently, take initiative, set priorities. Strong service orientation.
- Enthusiastic, self-motivated, and independent worker;
- Works well under pressure and takes deadlines seriously;
- Willingness to work a flexible schedule including evenings and weekends;
- Computer proficient in Microsoft Word, Excel and PowerPoint and a willingness to develop additional skills as needed.

Qualified and interested applicants, please send your application with the subject line “Project Accountant” to: a2dproject@gmail.com on or before **July 30, 2014**. Application must contain the following:

- CV with cover letter
- Copies of diplomas, certificates and relevant documents; and
- Two (2) names of references and their addresses.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.