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**Finance and Administrative Assistant**

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| **Job grade** | **International** | **Reports to** | **Project Lead/Manager &**  **Finance Manager** |
| **Directorate** |  | **Function** |  |
| **Contract** | **Fixed term contract** | **Location** | **ZSL – Philippines** |

**Responsibility for resources**

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| **Direct line reports** |  | **Responsibility for other resources** |  |
| **Financial resources** |  |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to support technical staff in the delivery and implementation of freshwater project, review, and processing of cash advance, organize events, facilitate trainings, workshops, attend staff needs on financial and HR matters and act as health and safety officer of ZSL Philippines Tuguegarao Field Office. Maintain and organize office documents, safekeeping of office fixed assets, supplies, and bills.

The post holder will work closely with the Project Manager and Finance Manager to deliver the responsibilities and activities as noted within the Main Duties and Key Responsibilities section of this document, focussing predominately on the admin and finance matters etc.

**Key responsibilities**

1. **Assists and supports the Finance Officer in all admin and finance-related functions**
2. Ensure cash is held safely counted and reconciled on at least a monthly basis.
3. Ensures that the posting to online QuickBooks is on-time and accurate based on established cut off
4. Accurate posting of liquidation reports of the Project Team members onto the accounting system.
5. Review the accounting system and ensure that all related expenses are coded, captured and recorded under the assigned project code.
6. Use initiative to identify issues with financial management, and with support of Line Officers, seek to resolve them
7. Support statutory and project auditors by providing appropriate documentation to supporting accounting records.
8. Perform other tasks related to finance as requested by Line Officers
9. **Prepares and submits monthly financial reports to the Finance Officer, PM and CD**
10. Ensure Petty Cash is reconciled monthly
11. Stabilize the generation of Cash Certificates for Petty Cash Fund
12. Generate financial reports in QB accounting system for ZSL-wide and Project reporting requirements
13. Review the Budget-vs-Actual report sent by the International Finance Business Partner and provide responses and actions to items noted in the report
14. Provide Line Officers with relevant documents/ schedules necessary for month end file
15. File documentation appropriately and methodically within accounting system, soft copies and hard copies
16. Attend to all scheduled and/or required finance-related and organizational meetings
17. **Assist the financial requirements of Project Team**
18. Account for and review staff cash advances requests and their timely settlement
19. Review staff cash liquidations, ensuring that the expenditure is allowable according to donor compliance.
20. Ensure timely submission of liquidation reports.
21. Ensure the Project Team meets the monthly deadlines for posting, ensuring submission to HQ London by 5th working day of the month.
22. **Supports and assists the Project Team administratively and logistically**
23. Ensure any invoices are paid in a timely manner and are supported by appropriate documentation for review and approval.
24. Review and validate all purchases (including payments to subcontractors) to make sure the compliance with donor and ZSL requirements.
25. Supports the Line Officers in the general keeping and filing of project and financial records and office supplies.
26. Other ad hoc administrative tasks as requested by the Finance and Project Manager

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience | |
| Essential | * At least 2 years’ experience in financial management, admin, organizing project documents and attending HR matters of personnels; * Extensive experience in finance, admin and associated skills e.g. report monthly disbursement etc. * Educated to BSc degree level in (Finance, Business management, accounting) or related subject area, or equivalent qualification, or demonstrate such a level of equivalent qualifications and experience through relevant practical work experience. |
| Desirable | * Review and process project financial transactions and staff Cash advances. * Familiar in financial systems used by ZSL e.g. QuickBooks and Sun * Capable of keeping track of expenses, deadlines, and finance report |
| Knowledge and skills | |
| Essential | * Advanced skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages will be acceptable. * Good understanding of community-based conservation initiatives |
| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging. * Organize and facilitate events, seminars, workshops, and trainings |
| Additional requirements | |
| Essential | * This post sometimes requires outside working with direct exposure to the weather, project recipients and partners; * This post is an office role, but need to travel in project sites if needed or requested by technical staff; * This post requires [occasional/frequent] work during evenings and/or and weekends and holidays; * This position will be office based but considerable travel will be required. * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) * To comply with and promote Health and Safety policies and procedures. |