

RECRUITMENT ANNOUNCEMENT

CFSI is responding to the devastation caused by Typhoon Odette (Rai), which struck the Philippines on 16 December 2021. The response includes new humanitarian assistance operations in the CARAGA Region and the province of Southern Leyte. The aim is to help affected communities rebuild their lives as quickly as possible. In this context, CFSI seeks qualified applicants from a variety of backgrounds and perspectives who have significant experience in the helping professions to be based in strategic locations in the affected areas.

FINANCE AND ADMINISTRATIVE SPECIALISTS

Responsibilities: The Finance and Administrative Specialist will assist in the generation of monthly financial reports, including supporting schedules and other periodic reports (weekly cash position/ forecast and monthly bank reconciliation statements) of all assigned funds on a timely basis. S/he will ensure all receipts and disbursements are incorrect accounts distributed and all support documentation is accurate and in order, record entries and adjustments. S/he will process all cash and/check payments and prepare the corresponding vouchers for the project. S/he will monitor, ensure, and effect payment of regular monthly bills.

Qualifications: Preferably a Certified Public Accountant (CPA). Bachelor of Science in Accounting. At least two years of progressively responsible experience. Thorough understanding of non-profit accounting. Initiative-taking approach to problem-solving and responsibilities. Able to work in a high-stress, multi-cultural and multi-task environment. Proficient in MS Excel, MS Word, MS Outlook. Proficient in appropriate accounting software.

Knowledgeable of the Philippine Labor Code and other statutory/government requirements. Knowledgeable of government-mandated benefits in the Philippines. Organized and efficient in a multi-task environment. Excellent interpersonal skills. Demonstrated oral and written communication skills in English. Excellent people skills. Demonstrated ability to work in a cross-cultural setting

SUBMISSION OF APPLICATIONS

CFSI is a humanitarian organization committed to peace and social development, with an interest in the psychosocial dimension. Its mission is to protect and promote human security—specifically the lives, well-being, and dignity of people uprooted by persecution, armed conflict, disaster, and other exceptionally difficult circumstances. Established in 1981 and based in the Philippines, CFSI works domestically and internationally. For more information, visit www.cfsi.ph.

CFSI highly values diversity, is an equal opportunity employer, and welcomes into the Organization those who are committed to human rights, subscribe to humanitarian principles, and meet the requirements of specific posts. Employment is offered without regard to race, color, religion, gender, age, (dis)ability, sexual orientation, or marital status. Committed to being a learning organization, CFSI invests in the further development of its human resources, including contributions towards higher education.

CFSI is committed to preventing any type of unwanted behavior at work, including sexual exploitation and abuse, lack of integrity, and financial misconduct. CFSI has adopted a zero-tolerance approach to sexual exploitation, abuse, and harassment. Rigorous background and reference checks are undertaken for all short-listed candidates.

Applicants should send the following documents to hrd@cfsi.ph with subject line **CFSI Screening Committee — FAS:** (1) expression of interest in employment with CFSI in the form of a letter addressed to the Screening Committee; (2) updated curriculum vitae; and (3) names and contact details of three professional references. The deadline for applications is **31 March 2022**. The Screening Committee will contact only short-listed candidates.