



# ICRC

The International Committee of the Red Cross (ICRC) is a neutral, impartial and independent humanitarian organization that works to protect and assist people affected by armed conflict and other situations of violence. To find out more about ICRC mission and its activities visit [www.icrc.org](http://www.icrc.org)

The Manila Shared Services Center (MSSC), based in Makati since 1992, provides a range of services mainly in the field of Finance, Accounting, Logistics, Reporting & Human Resources, to ICRC Headquarters in Geneva and delegations around the world.

**The MSSC is looking for a suitable candidate to fill the following vacancy:**

## **Field Accountant**

(Based in Makati City, Philippines)

### **PURPOSE**

Accountant 2 is responsible for the management of field accounts payable and general ledger files, recording, analysing, and reconciling of all accounting records in JDE/IRIS. H/she is responsible for the financial closing and reporting of accounts of the delegations under her/his area of responsibility.

### **RELATIONSHIPS**

- Internally interacts and works closely with the finance teams in the field delegations, teams in the Financial shared services and other internal stakeholders to be able to deliver the accounting services.
- Externally, interacts with banks, suppliers, and tax authorities on a case-by-case basis.

### **ACCOUNTABILITIES AND RESPONSIBILITIES**

- Receives invoices from the field delegations, verifies its quality and completeness.
- Prepares and records accounting entries in the accounting software (IRIS/JDE/PPS) in timely manner.
- Establishes and ensures accurate bookkeeping and archiving with appropriate supporting documents.
- Performs the cash and bank reconciliations in IRIS/JDE on a regular basis.
- Performs integrity checks of accounting entries and account balances.
- Ensures accuracy and completeness of accounting transactions in accordance with financial procedures.
- Ensures maintenance of sound accounting documentation to meet external and internal audit requirements.
- Identifies anomalies or other issues and proposes solutions to his/her supervisor.
- Participates in annual and monthly closing activities.
- Applies and complies with all administrative and financial procedures and deadlines.
- Performs voucher matching of supply chain goods and performs CUPR adjustment entries to clear open receipts.
- Performs accounting corrections and adjustments when needed.
- Monitors, reconciles, and consolidates balance sheet accounts of Field delegations/sites.
- Prepares and consolidates monthly List of Accounts for Reconciliation and Confirmation (LARC).
- Prepares weekly/monthly or annually accounting reports as per the needs.
- Uploads the finalized/validated accounting vouchers and supporting documents to Ms Azure.
- Performs other accounting tasks as directed by her/his supervisor.

### ***Additional Duties***

- Handles payments of invoices through on-line banking and monitor payment requests (upon request).
- Handles vendor creation/modifications in IRIS/JDE (upon request).
- Provides support and training to the finance and non- finance teams in the delegations/sites under her/his area of responsibility.
- Analyzes and work on the accounting comments (pre/post-closing comments, CTM Quarterly Comments, Distribution Tracking, Inventory, etc) and coordinate the replies with the concerned delegation/site under her/his responsibility.

### **SELECTION REQUIREMENTS**

- CPA (Certified Public Accountant) in good standing.
- Excellent Computer proficiency - Technically proficient in Microsoft Office environment – Excel, PowerPoint, Word, SharePoint and Erwin / Orbus)
- Sound knowledge and experience in ERP (JD Edwards).
- Minimum 3-5 years' experience in Accounting/Finance position.
- Experience in an international organization or NGO.
- Excellent command of written and spoken English (Knowledge of French/Spanish/Arabic is an asset),
- Strong organization, planning and analytical skills.

- Able to work independently and under pressure with high levels of complexity.
- Excellent interpersonal skills and capacity for collaborative teamwork across disciplines.
- Hybrid working modalities (work on site preferred).

#### **WHAT WE OFFER**

- Diverse and humanitarian-minded workforce
- An opportunity to contribute to institutional efforts to protect and assist conflict victims worldwide
- Training opportunities
- Flexible work schedule

#### **HOW TO APPLY**

Qualified applicants are requested to submit their **comprehensive and updated resume** along with their **motivation letter** to <https://careers.icrc.org/job-invite/25410/>

Only applications received through the career page link will be pre-screened/processed.

Deadline of application: **4 November 2024**

Target Start Date: **Immediately**

Office Address: **32/F BDO Life Megaplaza, 358 Sen. Gil Puyat Ave., Makati City, Philippines**

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***Only short-listed candidates will be notified.***

***This vacancy is open for Philippine residents only.***