

## RECRUITMENT ANNOUNCEMENT

CFSI seeks qualified, experienced applicants with diverse backgrounds for the following post under Cagayan Recovery Project (CRP), based Sub-Office in Tuguegarao City.

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### FINANCE OFFICER

**Responsibilities:** The Finance Officer ensures that resources made available to the project are properly utilized and accounted for. S/he is responsible for supporting operations by ensuring funds and financial information are provided in a timely manner and reviewing and validating financial documents submitted by partners and the project team. S/he will generate the monthly financial reports, including supporting schedules, and other periodic reports of the projects. S/he will prepare timely periodic reports required by the partners.

The Finance Officer will perform an analytic review of expense accounts, compare actual expenses with the budget and provide explanations for items with significant variances. S/he will monitor project budgets provided by the partners. S/he will prepare timely periodic reports required by government agencies such as BIR, SEC, and others.

**Qualifications:** Preferably a Certified Public Accountant (CPA) is preferable. Bachelor's degree in accounting, finance, business administration, or related field. A minimum of seven (7) years of relevant experience is required. Proficiency in accounting software, preferably NetSuite, is required. Thorough understanding of non-profit accounting. Demonstrated oral and written communication skills in English.

Excellent interpersonal skills. A proactive 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 Access, MS PowerPoint, and MS Outlook. Proficient in appropriate accounting software, particularly NetSuite.

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### 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. For more information, visit [www.cfsi.ph](http://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 toward higher education.

CFSI is committed to preventing any type of inappropriate 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](mailto:hrd@cfsi.ph) with the subject line **CFSI Screening Committee — Position applied for** (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 **20 September 2025**. The Screening Committee will contact only short-listed candidates.