



Call for Applications: Project Accountant

I. Background

Established in 2002, under two bilateral agreements between the governments of the United States of America and the Philippines, the Forest Foundation Philippines is a non-profit organization that provides grants to organizations that empower the people to protect the forests. Since its inception, the Foundation has supported over 450 projects, which has improved the management of 1.5M hectares of forest lands, restored approximately 4,200 hectares of forests through the re-introduction of appropriate native species, established over 40 community-conserved areas and built over 60 community enterprises.

The Foundation is currently looking for a qualified person to fill the following position: Project Accountant.

II. Scope of Work

The Project Accountant will support the Program and Finance Units in reviewing the financials of project proposals, monitoring financial statuses of projects, and evaluating project financial reports. Specific responsibilities include:

A. Program and Finance Support

- Review financial plans of the project proposals to guarantee appropriate funding support
- Provide appraisal and analysis of budget proposals and project financial reports
- Review project financial accomplishment reports and ensure that projects' financial transactions comply with the Foundation's financial policies and guidelines
- Monitor the financial progress, track budget, manage financial risks and opportunities of the projects funded by the Foundation
- Ensure timely reporting and submission of financial accomplishment reports by the Foundation's partners and grantees
- Provide assistance to partners in developing and upgrading budget proposals, including conduct of financial management orientation and training
- Assist in improving procedures and schedules for all grants, including grant applications, review and monitoring

B. Others

- Perform other functions, as required by the Executive Director

III. Requirements

The following certifications, skills, competencies and experiences are required for this position:

- A university degree in accountancy, financial management, commerce, or related field
- At least two years of professional experience in project accounting
- Ability to effectively meet deadlines with minimal supervision
- Ability to adjust to constantly changing situations while maintaining focus on delivery of work requirements
- Ability to work independently and with a team
- Possesses excellent communication and interpersonal skills
- Possesses a non-judgemental and positive attitude
- Willingness and ability to travel to remote areas and project sites of the Foundation

The following certifications and experiences are not required for this position, but will be an advantage:

- Professional certification in accounting
- Professional experience in financial audit
- Professional experience in a non-profit setting

IV. Salary and Benefits

The hired personnel shall be paid commensurate to his or her qualifications and professional experience.

V. Working Conditions and Arrangements

The position is office-based but will require field work, as deemed appropriate by the Executive Director.

VI. Applications

To apply for the position, kindly send the following to admin@forestfoundation.ph on or before November 16, 2018:

- Curriculum Vitae, with three references
- Letter of application, addressed to Atty. Jose Andres Canivel, Executive Director
- Relevant attachments, such as certifications and others

Only shortlisted applicants will be contacted by the Foundation.

VII. More Information

For more information, please send an e-mail to admin@forestfoundation.ph.