

# VACANCY FOR DISBURSEMENT OFFICER – PHILIPPINES AND MEKONG OPERATION (Cagayan De Oro, Philippines Based)

## Term of Reference

<b>ROLE</b>	<b>Disbursement Officer</b>
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### **Overall Purpose of the Position:**

Primarily responsible and accountable for the timely and accurate disbursement of payments. Monitoring of funds/cash receipts; and records financial information in an effective, timely and accurate manner. And reconciles all cash and cash in bank accounts of Samdhana.

<b>REPORTS TO</b>	<b>Finance Manager</b>
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### **Responsibilities:**

#### **Working with Finance and Support Team:**

- Work closely with the Finance Team for the implementation of the Financial Policies of the organization;

#### **FINANCE:**

##### Disbursement of Funds:

- Reviews and process requests for payments and project cash advances and ensures all related documents (receipts, contracts, purchase order, cash advance requests, etc.) are original and without any alterations, and must be attached to the vouchers or requests so that only authorized and correct payments are made;
- Ensure transfer of funds to respective employees based on payroll instructions;
- Ensures that check and online disbursements has an approved payment request;
- Prepares check voucher and checks for check disbursements and process online disbursement through online banking including releasing and filing of vouchers;
- Monitor the issuance of all checks and make sure that all checks are accounted for. Monitor's the online banking and make sure the procedures are strictly followed;
- Communicate with the bank regarding payments transactions and foreign currency rate;
- Ensure funds availability for all disbursements requirements;
- Inform relevant staff or partners on status of release of funds or disbursement and ensure receipt of documents are complete
- Prepare and submit monthly reports on Cash disbursements, monitoring of checks, cash advances, unliquidated advances, etc.
- Coordinate with HR to ensure release of payment of all benefits of staff, mandatory or otherwise to respective agencies;

Receipt of Funds:

- Verifies and prepares official receipts for all funds/money received from the major grant making donors and inform Finance manager and DED or ED for communication to donors
- Prepares official receipts for any other funds received by Samdhana from all types of donations and cash returns from staff project cash advance or from partners/sub-grantees;
- Ensures that all collections are deposited directly to the depository bank of Samdhana as soon as possible or within 3 working day following most recently approved Samdhana policies and procedures.
- Updates Quickbooks system regarding payment transactions only.

Overall Finance Functions:

- Petty cash custodian, responsible for disbursing and recording transactions from petty cash fund and prepares the petty cash replenishment report on a timely manner;
- Prepares a twice a month petty cash count report for internal verification of the status of the petty cash and other cash on hand (i.e undeposited foreign currency) by the Finance Manager;
- Prepares monthly Cash Position Report (Bank balance) which include Time Deposit or Placement for management information;
- Prepares monthly List of Unreleased Checks for review by Finance Manager and respective project or programme managers;
- Monitors external financial activities by obtaining updated and accurate bank account transactions and records;
- Prepares the annual GIS for review by the Finance Manager and DED/ED and ensure the annual timely submission to the SEC;
- Provides assistance and support for annual audit (institutional/project);
- Prepare routine ad hoc reports for internal and external distribution;
- Ensures strict compliance of all disbursements following internal financial controls, policies, and procedures;
- Attends regular monthly meetings.

**OTHER TASKS:**

- Provide finance disbursement advice to and contribute to finance management training for partners as needed;
- Perform other tasks as assigned by the Finance Manager for Phil/Mekong.

**Working Relationships:**

Internal : Finance Unit, all staff

External : Banks, Finance Consultant

**Qualifications :**

**Education and Experiences:**

- Bachelor's degree in business administration, finance, economics, or a related field.
- At least 3-4 years of working experience in NGO environment (desired)

**Knowledge and Skills:**

- Computer proficient
- Keen attention to details
- Good in oral and written communication skills
- Resourceful
- Takes initiative or is resourceful.
- Strong interpersonal and analytical skills.
- Must be able to deliver reports or task on time.
- Knowledge in finance principles
- Proficiency in relevant accounting software, especially Quickbook is a plus
- Has a strong sense of urgency
- Critical thinking skills

**Working Attitudes and Habits:**

- Must have strong inquisitive skills.
- Optimistic
- Collaborative but honest
- Willing and open to learn
- Can keep confidential information
- Commitment is to the organisation and its vision/values

**Terms and Conditions**

- Fulltime employment after a satisfactory assessment (6 months)
- The duty station is in Cagayan de Oro, Philippines
- Start date: immediately.

**Application procedures**

- ONLY shortlisted candidates will be contacted.
- Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to [hrd@samdhana.org](mailto:hrd@samdhana.org) at **the latest on 4 June 2024**