

TERMS OF REFERENCE (TOR)
Finance and Administrative Assistant

Background	With LGSP-LED's increased activities and programs, the support services in the areas of finance, purchasing, human resource management and office administrative support are also increasing. The Program needs assistance to handle some services which were not previously covered in the Terms of Reference of existing Project Personnel, as well as to address the increased volume of work required, following the full implementation of the Priority LED Initiatives in selected LGU Alliances, National Level Reforms, and Knowledge & Corporate Management Programs. The hiring of a Finance and Administrative Assistant will ensure the timely and more efficient support to Program implementation.
Program/Project	Local Government Support Program for Local Economic Development (LGSP-LED)
Position	Finance and Administrative Assistant
Position Requirements	<ul style="list-style-type: none"> • Appropriate academic qualifications (graduate of at least 2 years diploma course on Business/Finance/Computer) • At least 3 years of relevant experience in finance and administrative support functions in an internationally funded project • Proficient in Windows Office Applications (Word, Excel and PP) • Attention to details and well – organized • Team player and self-starting
Contractor's Responsibilities	<p>The Finance and Administrative Assistant shall render support in the areas of finance, assets control and maintenance, purchasing, personnel services and other administrative services. Scope of work includes:</p> <ul style="list-style-type: none"> • Finance and Asset Control <ul style="list-style-type: none"> ○ Assisting in the processing of travel advance requests by Project Personnel and consultants. ○ Assisting the Finance Officer in the checking of liquidation of travel advances. ○ Assisting the Finance Officer in preparing the transmittal of the field financial transactions supporting documents on a monthly basis to the Canada Project Management Office. ○ Conducting periodic physical inventory of assets and maintaining updated asset inventory list, in coordination with the Finance Officer and Office Assistant. ○ Ensuring the placement of property tags on all new assets acquired. ○ Documenting transfers and accountability of assets to partners, consultants and staff. ○ Properly collating and filing all capital assets acquisition documentation. ○ Releasing checks to suppliers and other payees and informing them in case of check deposit to their respective bank accounts. • Procurement and Personnel Services <ul style="list-style-type: none"> ○ Monitoring inventory of office supplies and preparing Purchase Requests. ○ Soliciting quotations and preparing Canvass Sheets and evaluation.

	<ul style="list-style-type: none"> ○ Processing Purchase Orders and Contract Orders. ○ Assisting in the coordination and arrangement of the insurance coverage of Project Personnel (health and group life insurance) and Project assets. ○ Assisting in the recruitment documentation and scheduling of interviews of applicants. ○ Assisting the LGSP-LED staff in the remittance of SSS, Philhealth and Pag-ibig premiums. ○ Preparing and updating the database of existing and potential consultants, suppliers and service providers. • Other Administrative Services <ul style="list-style-type: none"> ○ Serving as Information Technology (IT) support for minor computer maintenance requirements. ○ Receiving and recording incoming mails/ correspondences. ○ Releasing and recording all outgoing mails/ correspondences. ○ Answering telephone calls, managing the PABX and the reception area. ○ Coordinating repairs and maintenance of the office, furniture and office equipment, when necessary. ○ Assisting in the development of LGSP-LED administrative forms as required. ○ Coordinating the logistical requirements of documents and assets transfers to Canada, partners and consultants. ○ Organizing and maintaining the filing of finance and administrative records. ○ Providing other financial and administrative support to the LGSP-LED Project Team.
Place of assignment	LGSP-LED field office located in Pasig City.
Assigned manager	<p>The Finance and Administrative Assistant will work under the leadership and management of the Canadian Field Director (CFD) or designate</p> <p>Performance reviews of the work of the Finance and Administrative Assistant will be undertaken by the CFD and Associate Field Director (AFD).</p>
Level of Effort	Full time, from 8:30 a.m. to 5:30 p.m., Monday to Friday, with a standard work week of 40 hours.
Period of Service Agreement	August 1, 2010 to March 31, 2011, renewable on an annual basis based on performance assessments.