



Call for Resumes – USAID Opportunity 2.0 Program

Temporary Support Staff - Finance

Education Development Center, Inc. (EDC) is requesting resumes from qualified applicants for the **Temporary Support Staff - Finance** position based in Davao City. The estimated duration of the contract is **thirty (30) level of effort (LOE) days** from the contract award.

Project Description

Opportunity 2.0 (O2) is a five-year project funded by the United States Agency for International Development (USAID) and implemented by EDC with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. The purpose of O2 is to give out-of-school youth a second chance to go back to school, or to learn new skills with TESDA, to help youth to be employed or to have their own businesses, and to contribute positively to their families and their community.

Background

The **Temporary Support Staff - Finance** assists and provides backstop support to VSO Philippines Davao Office Finance and Operations Specialist and Finance and Admin Assistant in reviewing financial transactions related to O2 activities; organizes and maintains an efficient filing system for O2 financial documents.

Main responsibilities include, but not limited to:

- Review completeness of supporting documents for expenses related to O2 in accordance with VSO, EDC and USAID policies and procedures prior to the filing and scanning of the documents.
- Coordinate with other units/staff on supporting documents or documents required to support the expenses.
- Attach copies of bank confirmation/Official Receipts (OR) to the payment vouchers
- Daily attend to photocopying or scanning and organizing electronic/hard copy financial documents, ensure clarity of data being photocopied/scanned, and facilitates sending of finance back-ups to VSO Finance and Admin Assistant.
- Develop and maintain an efficient filing system for easy retrieval of financial documents.
- Consolidate e-copies of payment vouchers, compile all attached supporting documents, and ensure complete series prior to uploading to Google Drive by Finance and Admin Assistant.
- Monitor original copies of finance documents. Coordinate directly with staff on submission of original copies of finance documents.
- Other duties that may be assigned by VSO Finance and Operations Specialist or by the Finance and Admin Assistant.



ANTICIPATED SCHEDULE AND DELIVERABLES

- The anticipated duration of the consultancy is **one (1) month** from the date of the contract award at 100% level of effort. As a minimum, weekly progress reports will be submitted to VSO. Other deliverables resulting from this Scope of Work will be refined with the successful applicant upon consultancy contract award.
- **Location:** The successful applicant is expected to work from VSO Philippines Office at Ecoland Subdivision in Davao City.

MINIMUM QUALIFICATIONS:

EDUCATION

- Bachelor's degree in management, finance, or other related field with a minimum of 1 year experience in general accounting, and with good knowledge of accounting standards (GAAP).

EXPERIENCE

- Demonstrated personal and professional integrity.
- Proficiency in MS Office, including Word and Excel.
- Proficiency with converting supporting documents (e-copies) to PDF.
- Good oral and written Filipino and English communication skills.
- Pleasant disposition, positive attitude, resourcefulness, and self-motivation.
- Demonstrated ability to plan and organize multiple tasks with attention to detail.
- Commitment to achieving excellence and high standards.
- Physical fitness to meet the demands of the job.

APPLICATION INSTRUCTIONS

Interested candidates should send their application (a cover letter and CV) as soon as possible, but no later than **COB, October 9, 2023**, with a reference to the position - **“Temporary Support Staff - Finance”** to ProcurementPH@edc.org. Applications must be in Word or PDF and submitted as one file. **Due to the high volume of applications only shortlisted candidates will be contacted.**