TETRA TECH
International Development

Position Description

Finance Manager

Position Title	Finance Manager
Work Area	Australia Awards Philippines
Supervisor	Program and Partnerships Director

Tetra Tech International Development

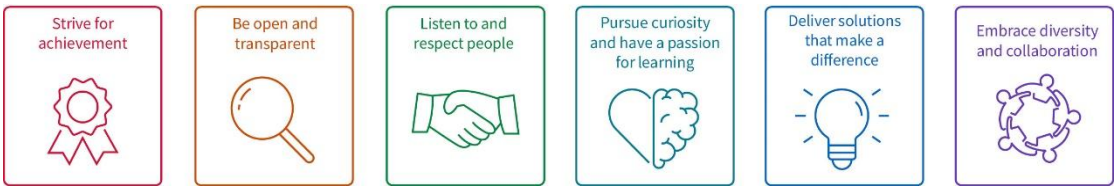
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development (TTID) is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of AAP

The Australia Awards Philippines (AAP) supports the selection, mobilisation and re-integration of Filipino Australia Award recipients. The investment will also support short courses, fellowships and learning visits, and

facilitate ongoing engagement between Australia and Australian-educated Filipino alumni. AAP will strengthen bilateral cooperation by fostering people-to-people and institutional links between Australia and the Philippines.

Purpose and Objectives

The Finance and Administration Manager will manage high performing finance and administration support services to facilitate the effective and efficient delivery of the AAP program. This includes monitoring quarterly, half year and annual financial performance (expenditure versus annual operating budgets/forecasts) of the program, managing program accounts, ensuring appropriate financial controls are in place, implementing financial compliance measures and ensuring transparency and fraud awareness within the program, as well as the smooth and appropriate administrative functions of the AAP.

Key Responsibilities

Key responsibilities include

- Lead the financial management of AAP, including annual budgeting, financial planning, expenditure monitoring, forecasting and financial reporting.
- Oversee AAP financial performance against approved budgets and forecasts, providing timely analysis and advice to support program decision-making, resource allocation and DFAT and TTID reporting requirements.
- Ensure the accuracy, integrity and timely delivery of AAP financial information, systems and reports, including expenditure, accounting, coding and financial data.
- Oversee cash flow management, bank reconciliations, funding requirements, payroll, tax and other key financial management functions.
- Ensure AAP financial management complies with DFAT requirements, TTID policies and procedures, the AAP Operations Manual, applicable Australian Government financial requirements and relevant Philippine laws and regulations.
- Oversee financial management and payment arrangements relating to program grants, contracts, consultants, service providers and other program activities, ensuring appropriate financial controls and supporting documentation are maintained.
- Maintain effective financial governance, internal controls and financial risk management, including appropriate measures to prevent and identify fraud, financial irregularities and misuse of program funds.
- Lead and coordinate financial inputs to AAP planning, forecasting, progress and annual reporting, and other financial information required by DFAT, TTID and relevant stakeholders.
- Lead and coordinate financial audit and assurance processes, including preparation of supporting documentation and follow-up of audit findings and recommendations.
- Maintain and continuously improve AAP financial policies, systems, processes and controls to strengthen efficiency, accountability, compliance and value for money.
- Provide financial advice and support to the Program and Partnerships Director and Managers on the financial implications of program activities, contracts, grants and resource allocation.
- Work collaboratively with the Operations Manager and other program functions to ensure appropriate financial controls and financial considerations are incorporated into program planning and delivery.
- Lead, supervise and develop the Finance team, ensuring effective and timely delivery of financial functions and promoting a culture of accountability, integrity and continuous improvement.
- Undertake other duties reasonably required to support the achievement of program objectives.

Selection Criteria

Qualifications

- Relevant tertiary qualifications in commerce, business management, finance, accounting or similar field or equivalent experience.

Selection Criteria

- ACCA/CPA or other relevant professional certifications an advantage.

Experience/Knowledge

- Experience in finance, accounting and program administration roles, including budgeting, financial reporting, audit support, contract administration and coordination of finance-related logistics.
- Thorough understanding of QuickBooks and Excel are desirable.
- Advanced interpersonal and verbal and writing skills (Philippines and English language), including the ability to prepare reports that are timely and succinct.
- Proven understanding of gender equality, disability and social inclusion, child protection and fraud control, and a demonstrated preparedness to mainstream these considerations into activities.

Personal Attributes

- Excellent interpersonal skills and support to teamwork.
- Attention to detail and string organisational skills in all aspects of work.
- Excellent communication and writing skills (oral and written) and fluent in Philippines and English.
- Comply with, and advocate for, DFAT's policies on fraud, anti-corruption and conflicts of interest.
- Behave ethically and appropriately at all times consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.
- Good time management and attention to detail.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse

and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.