TETRA TECH
International Development

Position Description

Finance and Administration Officer



Position Title	Finance and Administration Officer
Work Area	Australia Awards Philippines (AAP)
Supervisor	Finance Manager
Incumbent	Click or tap here to enter text.

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.

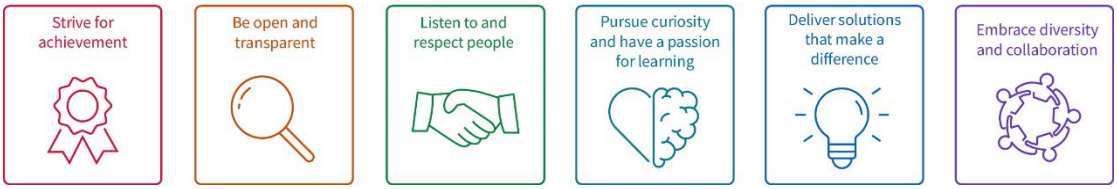
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

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 Philippines to progress its development goals and have positive relationships with Australia that advance mutual interests through a mix of long-term scholarships, short courses, Fellowships and other forms of training for current and emerging leaders and influencers, alongside strategic engagement with alumni.

Purpose and Objectives

The Finance and Administration Officer provides support to the Finance and Administration Manager to ensure effective and efficient financial and administrative operations of the AAP. The Finance and Administration Officer reports directly to the Finance and Administration Manager and is required to carry out their duties in accordance with established policies and procedures, such as those outlined in the AAP Finance and Operations Handbook, while working closely with key AAP project and corporate team members in responding to requests as they arise.

Key Responsibilities

Reporting to the Finance Manager, the duties of the Finance and Administration Officer will include

- Assist the Finance Manager in weekly and/or fortnightly check preparation and processing of payables for the AAP office.
- Record day-to-day transactions to AAP QuickBooks account, prepare and upload Transaction Detail Account (TDA) to Check Writing System (CCWS) for verification, approval and check printing.
- Prepare and upload transactions to MBOS (Online Banking).
- Prepare staff travel order, per diem, reimbursement, cash advance, and acquittal.
- Manage Request for Payment forms (RFP) process and upload to portal for approval of Program and Partnerships Director and/or any other relevant Managers
- Manage voucher filing (soft copy & hard copy).
- Prepare monthly reconciliation reports for conversion templates.
- Manage cash advance registry.
- Manage petty cash transactions.
- Seek quotations from suppliers, prepare price comparative matrix for submission to relevant staff for review and endorsement.
- Prepare purchase order for submission to Program and Partnerships Director and/any other relevant Managers for review and approval.
- Manage and maintain asset registry for property insurance costs.
- Maintain and update project staff leave records.
- Check preparation including vouchering, encoding to CID QuickBooks, prepare and uploading Transaction Detail Account (TDA) to CCWS for verification, approval and check printing.
- Manage filing of processed check payments of AAP in CID including Payment Voucher, CCWS voucher, RFP, email approval, invoice, check/deposit slip, official receipt and 2307 (soft copy).
- Travel arrangements (hotel accommodation, flights, and assist in land transport for relevant staff and/or participants).
- Participate in the financial audits.
- Coordination and booking of event facilities, hotels as venue for workshop/conferences.
- Arranging meal, transportation, logistical, and courier as needed during events and meetings for staff and/or participants.
- Ensure the office is quipped for the day-to-day operations.
- Liaise with local authorities and landlords to oversee the provision of services such as electricity, telephone, security, cleaning, and office maintenance.

Other

- Contribute to the AAP through participation in team meetings, cooperate with other team members and report any requirements or deficiencies to the Finance Manager.
- Collaborate with line manager to create effective performance objectives, allowing all team members to identify opportunities on how best to contribute to the successful extension of the AAP program as well as highlight individual professional growth areas.

Key Responsibilities

- Perform other duties as requested by the AAP Program and Partnerships Director consistent in line with the duties of this Terms of Reference.
- Undertake other related duties to support the successful delivery of the AAP program.

Selection Criteria

Qualifications

- Tertiary qualifications in a relevant field

Experience

- Previous experience in accounting, finance and business administration.
- Experience with procurement systems.

Knowledge and Skills

- Demonstrated financial skills in payment processing and petty cash management.
- Sound working knowledge of MS excel and word with experience in data input.

Personal Attributes

- Ability to think clearly and logically.
- A collaborative and constructive approach to problem-solving and providing relevant solutions.
- Ability to provide flexible and creative responses to deadlines and competing demands.
- Proven capacity to work in a team and across teams.
- Display a positive and team player attitude.
- Demonstrated customer service approach to undertaking tasks.
- Effective communication skills, both verbal and written.

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

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.