



Philippine Efficient Lighting Market Transformation Program

The PELMAT Project funded by the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP), and implemented by the Department of Energy (DOE) is in search of qualified candidates for the post of **Finance Officer** to be based at the DOE Office in Taguig City.

The PELMATP is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines.

Finance Officer (FO) Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

II. Duties and Responsibilities

The **Finance Officer** shall be responsible for the accurate and appropriate recording of disbursements of Project funds; maintaining the set of books required according to UNDP accounting procedures, classifying and summarizing financial transactions of the project and the generation of required financial reports. He/She will also be responsible in updating all other books of accounts such as subsidiary ledgers and special registers. Specifically, he/she will be responsible for the following tasks:

- Installation and implementation of a GEF financial system that records transactions that utilize GEF Funds in accordance with UNDP's existing guidelines on national execution;
- Orientation of staff on the use of the project's financial systems and procedures;
- Proper recording of financial transactions and submit a regular report on the project's financial status;
- Certifying correctness of journals, vouchers, bills, statement of accounts, trial balance, budget estimates and other financial statement and records;
- Preparation of certification of the availability of funds and/or allotment of expenses, vouchers and requisition for supplies, materials, etc.;
- Preparation of annual and quarterly budgets including the necessary budget revisions based on the corresponding line-item-budgets approved by DOE;
- Establishment of a project account and ensure appropriateness and proper record keeping of transactions;
- Supervision of the preparation of payroll and general voucher of salaries, and other documentary requirements for disbursements;
- Preparation of updated reports on disbursements made by the project, and advise the Project Team on the overall financial status of the project;
- Preparation of a system of accounts that records all the in-cash and in-kind contributions of co-financing entities to the Project.

The **Finance Officer** will also provide technical inputs in the implementation of the various financing mechanisms that will be developed under the PELMATP.

III. Qualification and Experience

- Holds at least a Bachelors Degree in accounting, finance, commerce or related field preferably with postgraduate degree in the same or any other relevant field;
- Knowledge of and practical/relevant experience in accounting, budgeting, book keeping and with at least 2 years related work experience. Knowledge of UNDP accounting procedures is an advantage;
- Working knowledge of database, word processing and spreadsheet applications, as well as experience with accounting software;
- Good writing and oral communication skills;
- High level of attention to details in all aspects of work responsibilities;
- Ability to follow and comply with reporting procedures;
- Strong interpersonal skills and ability to coordinate with multiple stakeholders; and
- Good organizational and time management skills;
- Fresh graduates from reputable schools with outstanding scholastic records are encouraged to apply.

All application letters and comprehensive resumes should reach our office on or before January 30, 2009. Address applications to the PELMATP Project, Human Resource Department, Department of Energy, Energy Center, Meritt Road, Taguig, Metro Manila.

This advertisement shall remain posted in www.doe.gov.ph until January 30, 2009.