



Philippine Efficient Lighting Market Transformation Program

TERMS OF REFERENCE

<u>Title:</u>	Finance Officer
<u>Duty Station:</u>	PELMATP Project Management Office, DOE, Philippines
<u>Duration of Assignment:</u>	Initial duration shall be one (1) year. This is a fixed-term appointment but the same may be extended on a performance and quality basis to a total period of four (4) years.
<u>Direct Supervisor:</u>	Project Manager

I. Rationale

The Philippine Efficient Lighting Market Transformation Project (PELMATP) is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines. It is aimed at contributing to the realization of the country's sustainable development objectives and its goal in reducing GHG emissions in the energy sector. It will specifically focus on the promotion of EELs energy efficient version of linear fluorescent lamps (i.e., slim tube T8 triphosphor coated), CFLs, high intensity discharge (HID) lamps, ballasts (low loss electromagnetic and electronic), and energy efficient luminaires. The project will accelerate integration of EEL promotion programs to the energy conservation and energy efficiency (EC&EE) programs of the Philippines' Department of Energy (DOE), enhance private sector's involvement and appreciation of the benefits of EELs, and ensure that environmental impacts associated with the widespread use of EELs are mitigated. The project objectives will be achieved with the implementation of specific barrier removal programs that will involve: (1) updating of policies, standards and guidelines on lighting applications; (2) institutional and technical capacity building; (3) consumer education and information dissemination; (4) development and implementation of appropriate financing mechanisms; and (5) mitigating environmental impacts of the widespread utilization of EELs.

Under the Global Environment Facility (GEF) Operational Program No. 6 entitled "Removing Barriers to Energy Conservation and Energy Efficiency", the United Nations Development Program (UNDP) assisted the Department of Energy (DOE) in the formulation of PELMATP. GEF is a financial mechanism structured as a trust fund that operates in collaboration with the three implementing agencies, one of which is UNDP, for the purpose of achieving global environmental benefits. DOE is the implementing agency for PELMATP and will be responsible for the successful delivery of the desired project outputs and outcomes as stipulated in the project document. A Policy Advisory Group, chaired by a DOE Undersecretary shall provide policy and program direction for the implementation of the project. A Technical Working Group (TWG) composed of concerned government agencies and representatives from other stakeholders of the Project shall provide over-all guidance on key program activities including policy recommendations, fund commitments, and co-financing arrangements.

PELMATP shall be implemented by a Project Management Office (PMO) reporting to the Project Director, who is also the Director of the Energy Research and Testing Laboratory Services (ERTLS) of DOE. The PMO shall be responsible for the over-all PELMAT operations and financial management and reporting in accordance with the rules and regulations for the nationally executed project. PELMATP shall operate for a period of 5 years.

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.
- However, fresh graduates from reputable schools with outstanding scholastic records are encouraged apply.