POSITION DESCRIPTION

A. TITLE OF POSITION : FINANCE, PROPERTY AND LOGISTICS OFFICER (FPLO)
Type of Position : Supervisory
Reporting Relationships : Directly reports to the DEDAF and/or Executive Director as necessary

COORDINATION : All unit heads

B. GENERAL DESCRIPTION
- The FPLO shall be responsible in ensuring systematized management of LCP financial system
- The FPLO shall maintain record and inventory of all LCP assets and properties
- The FPLO shall ensure efficient logistical supports to the Secretariat and member cities

C. DUTIES AND RESPONSIBILITIES
- Supervise the Finance/Accounting Clerk, Drivers and Utility Personnel
- Review disbursement vouchers and supporting documents
- Review billing/invoices for membership dues and other collections
- Prepare collection and cash position report
- Review payroll sheet and recommend approval of payment
- Record cash receipts and disbursements to the books of accounts
- Prepare and submit to the concerned government agencies annual income tax return and general information sheet
- Prepare monthly financial reports for the general fund and the project funds
- Provide logistical support during LCP activities
- Facilitate in securing travel requirements (booking and ticketing) of the secretariat and member cities
- Prepare and submit to the concerned government agencies annual income tax return and general information sheet
- Record employees’ earnings and prepares yearend tax adjustment
- Draft yearend financial report
- Prepare draft annual budget of the work unit
- Assist the external auditor during annual audit
- Act as Project Finance Officer
- Coordinate and prepare the annual procurement plan
- Maintain inventory of office equipments and properties
- Review recommendations on purchase requisition
- Prepare purchase order
- Prepare/issue memorandum receipt of LCP properties
- Maintain updated quotation of prices of supplies and services
- Performs other functions that may be assigned from time to time

D. QUALIFICATION REQUIREMENTS
1. EDUCATION
   - Bachelor’s Degree in Accountancy or any related course
2. EXPERIENCE
   - Two (2) years experience as accountant in public and / or private sector
3. COMPETENCIES
   Technical
   - Knowledge of government tax policies and rules
   - Knowledge of LCP payroll system
   - Ability to follow complex instructions
Managerial
- Planning
- Organizing
- Leading
- Controlling
- Decision Making
- Crisis Management
- Conflict Management

Core
- Adaptability
- Oral communication skills
- Written communication skills
- Stress Tolerance
- Customer service orientation
- Interpersonal understanding
- Work Quality
- Work habits and productivity
- Computer Literacy
- Administrative Efficiency
- Familiarity with the use of Office Equipment
- Personal values are compatible with organization's works, ethics and standards

E. SUPERVISORY RESPONSIBILITY
- Supervises Finance/Accounting Clerk, Drivers and Utility Personnel