

## 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 bank reconciliation
- 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 year end 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