

# **Terms of Reference (ToR)**

## **Finance and Admin Associate (FAA)**

FAA is responsible for supporting overall financial and administrative management of SEN. This position reports to the SEN's Finance and Admin Coordinator. FAA is responsible for supporting overall accounting, software operation, financial planning, management and reporting, cash flow/fund management, audit and compliance, assets, and inventory management. The following are the major duties and responsibilities:

### **A. Financial**

#### **I. Accounting**

- Prepare cash journals and finance reports, bookkeeping, and ledger posting
- Collect, check, register and keep track of all order forms, incoming and outgoing invoices, and travel claims
- Keep updated records of all financial transactions in the software

#### **II. Budgeting and Planning**

- Support in developing and preparing budget and finance planning
- Contribute to the development, review and consolidation of SEN plans and budgets

#### **III. Reporting and documentation**

- Maintain updated documentation, filing, folders, and data management with both hard and soft copies
- Support in preparing monthly financial reports
- Maintain attendance register, contracts, logistical arrangement, maintaining project document folders

#### **IV. Cash flow/budget management**

- Complete daily financial transactions
- Support cash handle and treasury operations with advanced use of spreadsheets with tax applications for ensuring proper transactions

## **V. Compliance**

- Support in orienting staffs on policies, code of conduct, and rules and regulations
- Support in complying with the national accounting and financial policies and procedures

## **B. Administrative**

### **I. General Administration**

- Maintain updated documentation, filing, folders and administrative data management in both hard copy and soft copy version
- Maintenance of attendance register, contracting, logistical arrangement, maintaining of office document folders
- Assist renewal process of the organization and approval of the projects from Social Welfare Council (SWC)

### **III. Coordination**

- Support administrative activities and maintain monthly and yearly timetables
- Coordinate with project coordinators for reporting of all the projects within the organization

### **IV. Logistics and Procurement**

- Roster management of all the materials and services to be bought by the organization in a timely manner
- Coordinate and support in logistics management

## **V. Other duties as assigned by the supervisor**