FINANCE SPECIALIST

ROLE SUMMARY

The Finance Specialist is responsible for maintaining accurate, complete, and timely financial records for PEF's Strengthening Coastal Resilience Programme, which administers competitive loans and grants to fisherfolk organizations and cooperatives. The role supports transparent and compliant fund management in accordance with PEF financial policies and ensures accountability to donors, partners, and community grantees.

QUALIFICATIONS

Education – Bachelor's degree in Accounting, Finance, Business Administration, or any related course

Experience – 3 years' work experience in bookkeeping or finance support, preferably in non-government organizations, grant-funded, or development programs – experience in handling multiple project accounts or grant portfolios is an advantage.

DUTIES AND RESPONSIBILITIES

- Record accounting entries for disbursements, receipts, and other non-cash transactions based on policy and guidelines, including grant releases, capacity building activities, and monitoring, evaluation, accountability, and learning (MEAL)-related expenses.
- Check completeness and accuracy of supporting documents submitted by grantees, partners, and service providers in accordance with approved financial and loan and grant policies.
- Issue checks or process online banking transactions for approved grant disbursements and operational expenses; issue and record official receipts as required.
- Prepare regular financial reports such as grants and fund assistance schedules, utilization summaries, lapsing schedules, and statements of accounts for staff, service contractors, and grantees.
- Prepare and monitor daily cash positions and bank positions to ensure sufficient liquidity for grant releases and program operations.
- Comply with statutory and regulatory requirements applicable to COAST transactions, including basic tax and reporting obligations.
- Act as finance records custodian, ensuring proper filing, retrieval, archiving, and disposal of financial documents; implement risk management measures such as redundancy, secure storage, and compliance with the Data Privacy Act.

PEF

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- Comply with statutory and regulatory requirements applicable to COAST transactions, including basic tax and reporting obligations.
- Act as finance records custodian, ensuring proper filing, retrieval, archiving, and disposal of financial documents; implement risk management measures such as redundancy, secure storage, and compliance with the Data Privacy Act.
- Identify and manage financial and documentation risks within the scope of work; prepare schedules and provide financial records and supporting documents required by internal and external auditors.
- Perform administrative and financial support during Committee meetings, grant approval processes, and banking transactions, including preparation of financial schedules and summaries.
- Participate in agile teams formed for specific engagements such as due diligence of grantees, partner assessments, and capacity-building on financial management, and compliance reviews.