THE ASIA FOUNDATION PHILIPPINES
Position Description

TITLE: Subawards and Audit Officer  UNIT: Philippine Office
REPORTS TO: Senior Sub Awards and Audit Officer  SUPERVISES: N/A

SUMMARY OF JOB RESPONSIBILITIES

Primarily responsible for assisting the Senior Sub-Awards and Audit officer in Sub-Awards Administration; performs due diligence procedures and financial monitoring of all grantees; drafts monitoring reports for management; assists in conduct of Sub-Award Management Seminars; assists the internal and external Auditors in the audits of TAF-PH

Internal
Interaction with all Asia Foundation Staff

External
Interaction with current and potential partners of the Foundation, internal and external auditors

Duty Station
TAF main office, Greenfield Tower

REQUIREMENTS

Experience
• Minimum 5 years of professional experience
• Minimum 3 years of Finance, Donor Compliance and Sub-recipient monitoring experience with an International Development Organization
• Previous experience with US Government and Non-US Government-funded projects is highly desirable.

Education
• Minimum of Bachelor’s Degree in Accounting, Managerial Accounting, Financial Management, or related field. A Certified Accountant (CPA) or Master’s Degree in Administration is preferred but not required.

Other
• Excellent verbal and written communication skills in both English and Tagalog
• Strong organizational skills; Good interpersonal skills
• Strong attention to detail and ability to multi-task
• Knowledge of Excel, Microsoft Word, database and email applications.
• Knowledge of USAID, Australia-DFAT or other international donor agency requirements and regulations an advantage

**JOB FUNCTIONS**

**Due Diligence Assessment**

Performs (and updates) due diligence of prospective partners including site visits; assessment of organization for its suitability to receive TAF sub-award and the financial capacity and capability to manage funds; determination of level of risks involved concerning children; determination of the level of risk involved for sexual exploitation, abuse and harassment. This includes ensuring clearance against terrorist list and terrorist activities;

Determines the appropriate sub-award type (cost reimbursement or fixed cost) per due diligence assessment and makes recommendation to program unit;

**Sub-Award and Contract Phase**

Reviews Letters of Grant/Sponsorship to include funder compliance review and detailed review of proposed budget;

Reviews Letters of Consultant Contract to include funder compliance review, procurement guidelines and detailed review of proposed budget;

Facilitates Subawards Management Training for new subrecipients; design training modules/materials and conduct actual training for subrecipients, as requested by program and as assigned by supervisor.

**Sub-Awards and Contracts: Monitoring and Reporting Phase**

Conducts sub-recipient audits and monitoring visits – review of financial and counterpart reports, evaluation of internal control system and compliance with TAF, donor policies and procedures, PH government regulations;

Maintains sub-award and contract portfolio [Regular updates to Subaward Management System, Procurement Management System and other monitoring tools available];

Ensures sub-award and contract close out procedures are properly complied with funder requirements and TAF policies and guidelines;
Monitors, tracks and processes financial aspect of the consultant contracts: Level of Effort (LOE) days, other claims, etc.

Drafts sub-award monitoring report for PH management;

Provides quarterly report on the sub-award portfolio assigned: (1) new sub-awards issued (2) amended; (3) due diligence assessment and financial monitoring visit conducted; and (4) closed for the period;

Provides reports required by donors (such as TAF-262 Cost Share Report, etc)

Others

Directly interacts, coordinates and collaborates on a regular basis with program staff on sub-award implementation and financial monitoring and in providing guidance to grantees;

Assists the Senior Sub-Awards and Audit Officer in managing the Subaward Management System (SMS) and Procurement Management System (PROMS). Ensures the sub-award and contract portfolio assigned is complete and updated. Ensures and verifies that SMS and PROMS are running acceptably, providing good quality reports, and utilizing updated sub-award forms and templates.

Provides improvements/recommendations for maintaining an effective and well-functioning sub-award administration system.

Conducts orientation/re-orientation for new staff on subaward administration, as requested.

Internal/External Audit:

Collaborates with internal and external auditors

Other

Performs other functions as may be required by the Country Representative, Deputy Representative, Senior Director of Finance, Sub-Awards & Audit and IT, and Senior Sub-Awards and Audit Officer