

JOB ADVERTISEMENT

Position / Title: **Administration and Finance Officer-Cotabato**

Duty Station: forumZFD Cotabato Project Office based in Cotabato City with frequent travels

Estimated Starting Date: 1 April 2026

Term of Employment: 1 year contract (extendable) with 6 months probationary period

ONLY FOR FILIPINO NATIONALS

forumZFD (Forum Ziviler Friedensdienst / Forum Civil Peace Service) is a German non-profit and non-governmental organization established in 1996. It is sustained by 38 member-organizations and more than 150 individual members in Germany aiming at raising awareness for the approaches of non-violent conflict transformation and at creating and strengthening instruments and methods for nonviolent conflict transformation.

forumZFD implements Civil Peace Service programs in Germany, the Middle East, the Balkans, Cambodia and the Philippines. Present in Mindanao since 2008, forumZFD maintains a program office in Davao City, project area offices in Davao City, Butuan City and Cotabato City. All programs and projects seek to address causes of conflicts around protracted economic, social and cultural marginalization through capacity building, raising public awareness, network building, organizing platforms for dialogues, advocacy and communications work and among others.

One of the focus of forumZFD's team in Bangsamoro (currently composed of three staff members between local and an international staff) is to support marginalized groups towards the genuine inclusion, recognition, and protection of their rights in BARMM as well as supporting transitional justice and reconciliation work in the Bangsamoro. forumZFD accompanies civil society organizations in identifying gaps in the implementation of the peace agreement and advocate for a transparent and inclusive implementation of the peace agreement..

You will have the opportunity to join an international and dynamic team, with meaningful space to contribute your professional expertise and practical initiatives in administration and financial management, within an organization deeply committed to peacebuilding. The organization strives to foster a healthy, flexible, and constructive working environment grounded in accountability, collaboration, and shared purpose.

Job description

The Administration and Finance Officer will report to the Project Manager in Cotabato for overall

supervision, to the Finance Manager in Davao for all finance-related functions, and to the Administration Manager in Davao for administrative matters.

As part of the team implementing forumZFD's overall conflict transformation programme, the post holder will provide administrative, financial, and logistical support to project implementation. The role requires close coordination and collaboration with project staff, partners, and relevant internal units to ensure compliance with organizational policies and donor requirements.

The Administration and Finance Officer will be responsible for supporting sound financial management, administrative processes, and operational planning of the Cotabato project, in line with forumZFD's organizational mandate, internal control systems, and conflict-sensitive operational standards.

Finance Roles and Responsibilities

Systems implementation, monitoring and control

- Assist project manager in the implementation of financial policies.
- Assist in ensuring full compliance of forumZFD Philippines and its partners with the requirement of forumZFD, Donors and local statutory requirements.
- Ensuring effective financial management for Cotabato office e.g. cash management, reserves management, fund management, exchange rate monitoring etc. and advise project manager and finance manager accordingly.
- Process with payments, issue cheques, request for approval of debit memo and engage in procurement process.
- Utilize Fundspro, troubleshooting and suggest any changes to improve on the internal controls and incorporate comments as the users.
- Supporting in Internal and External Audit and assist in submission of management response.

Financial Reporting to stakeholders

- Prepare in timely and accurate management/financial/statutory accounts and reports monthly, quarterly, half yearly and annually and submit to project manager and finance manager for review.
- Check and process with liquidation, cash availability and sign off from finance side on any kind of expense requests.
- Review on a monthly basis and suggest improvement on Management Accounts.
- Overall review of advances and generation of monthly status report to the project manager and finance manager for review.
- To continuously oversee income and expenditures of Cotabato office and report to Project Manager and finance manager in a timely manner.
- To oversee Budget vs. Actual Utilizations for the Cotabato office to settle surplus and shortages.

Committed to Peace

Plans, Budgets and Forecasts

- Support project manager and finance manager in detailed expenditure budgets on a timely basis and ensure that they are in consistent with the information and formats provided by donor/forumZFD/Project Manager/Country Director.
- Consult and assist project manager and finance manager in the preparation of budgets of Cotabato office and partner organizations.
- Assist project manager and finance manager in continuous monitoring of actual spending trend against budget and preparation of accurate periodical forecasts.
- Responsible for any other tasks assigned by the project manager.
- Responsible for the fulfillment of duties regarding financial aspect suggested by finance manager (technical side) in Davao with the oversight of Project Manager-Cotabato.

Communication & finance capacity building

- To work closely with staff involved in the project.
- To establish communication links and work closely with all finance manager and other finance staff from forumZFD Philippines and Head office.
- To identify capacity development needs of finance staffs of the project at the local level and take corrective measures to build their capacity.

Administration Roles and Responsibilities

Conduct procurement activities and support Procurement Plan development

- Review projects procurement plans and closely work with project teams to finalize and update them.
- Developing a consolidated Procurement Plan for Cotabato Office.
- Collect information to understand the market and prepare for procurement works (annual, quarterly, monthly, weekly);
- Conduct all required procurements in accordance with forumZFD procurement guidelines and regulations and to meet the Cotabato Office demand for quality and timeline.
- Monitor quality of goods and services provided by suppliers and working with them to ensure highest quality;
- Create and maintain a filing system for related procurement activities and ensure the accuracy of computerized database and administrative filling.
- Support project teams in preparing Procurement Plan for new projects;
- Work with project teams to ensure all related procurement works are done before project closure;
- Conduct emergency procurements effectively for the project areas if required.

Administration arrangement

- Ensure Cotabato office petty cash is properly managed and monitored as per forumZFD policies.
- Manage contracts for office services including office lease, Telephone, Internet, Office supply, car rental, hotel, air fares, insurance for office's assets, etc.
- Ensure basic stock of office supplies is available at all times, including stationary items and pantry items.

- Maintain the physical and electronic filing system in Cotabato Office.
- Ensure proper storage and security of all items, and track usage of all such supplies.
- Ensure that meetings and conferences are effectively managed in the Cotabato office ensuring value for money and transparency in all the processes.
- Oversee the management for all travel, and accommodation for visitors, consultants, and staff on official business. Ensure that travel is on schedule and cost effective and that visits to forumZFD Philippines occur with a minimum of disruption and downtime.

Facilities Management

- Ensure the strict compliance to the Office Protocol in overall operation in Cotabato.
- Oversee the overall maintenance of the office premises, facilities assets and equipment (physical work environment) and ensure that these are secure and efficiently utilized.
- Provide daily implementation of all logistics and ensure the smooth administrative operation in Cotabato office such as logistics support for meetings, workshops, handling office supplies, equipment, furniture, office permit, and other related activities.
- Develop and maintain general office equipment track; regularly evaluate equipment and plan/recommend up-grade for future needs and the disposal of obsolete items, take initiatives to adapt economical solutions/services and best practices to save forumZFD resources.
- Ensure regular inventory physical check for all assets in Cotabato Office and all assets are properly managed according to forumZFD policies.
- Manage, communicate, implement and maintain office Health and Safety procedures including annual risk assessments and in consultation with the Head of Safety and Security develop evacuation and accident procedures.
- Liaise with landlords on all forumZFD Philippines (Cotabato) rented properties.
- Review and annually update all contracts and leases and ensure they are kept up to date and that all leases are compliant with the Philippines government tax and other legal requirements.
- Oversee the annual preparation of the renewal of licenses and permits as appropriate.
- Support field office facilities management.

Policy and Procedures Administration

- Ensure compliance with Quality Standards in relation to Office management, travel and general administration (facilities, rents, registration etc.).
- Monitor implementation and compliance of such standards and policies.

Qualifications

- Holds a college/bachelor degree or degree from a Recognized Accounting Body
- At least 5 years experience in Admin and Finance field
- Strong knowledge of bookkeeping principles
- Ability to work with a team and to take initiative
- Ability to periodically travel locally related to projects and programme activities
- Highly responsible, trustworthy, with strong initiative, organized, flexible and a team player
- Fluency in written and spoken English and local languages
- Ability to use Microsoft Excel, Word, PowerPoint and other accounting software
- Knowledge & experience of Accounting software is an advantage but not mandatory.

Committed to Peace

- Willingness to work in an international organization, in a multicultural working team and with flexible working hours
- Interest to work in the field of nonviolent conflict transformation and peacebuilding
- Previous work experience in non-governmental organizations is a plus

Please send your application letter, curriculum vitae including references and photo (any size) via email to: Hope Abayon, abayon@forumzfd.de

The subject title of the Email should be "Application: Admin and Finance Officer-Cotabato"

The deadline for applications is the **17th February 2026**. The applicants will be assessed on rolling basis. Only shortlisted applicants will be notified via email and / or phone and will be scheduled for a written test and an interview.

Format for CV:

Picture, anagraphics (name, surname, date of birth, place of birth and current place of residence), educational background, work experience. We recommend to keep it simple and clear, evidencing your experience, especially according to the requirements. It will be processed by international staff that might be not familiar with all local institutions, include appropriate clarification needed for a foreign reader.