

Annex A.

POSITION TITLE:	Finance Support Consultant
DURATION OF CONTRACT:	One year (renewable)
DEPARTMENT:	Programmes
DUTY STATION:	ACB Headquarters, Los Baños, Laguna, Philippines
REPORTING TO:	ASEAN ENMAPS Finance Specialist

TERMS OF REFERENCE

BACKGROUND

The ASEAN Centre for Biodiversity (ACB) is an intergovernmental regional centre of excellence established through an agreement among the Governments of the Member States of the Association of Southeast Asian Nations (ASEAN) in 2005. The ACB facilitates cooperation and coordination among the members of ASEAN, and with relevant national governments, regional and international organisations, on the conservation and sustainable use of biological diversity and the fair and equitable sharing of benefits arising from the use of such biodiversity in the ASEAN region. Since its establishment, the ACB has lived up to its mandate of strengthening national and regional capacity for biodiversity conservation.

The ACB is the Implementing Partner of the GEF project, Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS), which is designed to address the coastal and marine ecosystem challenges in the ASEAN region through enhanced collaborative management of marine protected areas (MPAs) and other integrated coastal management and ecosystem-based fisheries management approaches. The objective of the project is to develop and improve the management of networks of MPAs and marine corridors within selected Large Marine Ecosystems (LMEs) in the ASEAN for the conservation of globally significant biodiversity and support for sustainable fisheries, and other ecosystem goods and services. This regional project will have a strong upscaling focus, including engagement with ASEAN working groups and LME governance mechanisms, as well as leveraging complementary investments across the ASEAN region. The ASEAN ENMAPS will be implemented for five (5) years, beginning in March 2024, in selected marine protected areas and marine corridors with high conservation importance across Indonesia, the Philippines, and Thailand.

ASEAN ENMAPS will start its full implementation this Year 2 in the three participating AMS. It is for this reason that the project needs to engage a Finance Support Consultant that is essential to ensure efficient and accurate management of the ASEAN ENMAPS project's financial processes, including budget preparation, tracking, and compliance with organizational and donor requirements. This position will address the increasing workload related to financial documentation, reconciliation, and procurement, which is critical for timely project implementation and reporting. By providing dedicated support to the Finance Specialist, the associate will help mitigate financial risks and ensure adherence to financial policies, thereby strengthening the project's overall governance and accountability.

The ACB is seeking dynamic, innovative and committed candidates for the position of Finance Support Consultant for this project that will be responsible for executing necessary financial and accounting functions related to the transactions and reports of the ASEAN ENMAPS project.

B. SCOPE OF DUTIES

The Programmes Department is the primary oversight of the ASEAN ENMAPS project with the technical and management support of the Project Management Unit (PMU). The ASEAN ENMAPS Finance Support Consultant will be part of the PMU, under the direct supervision of the ASEAN ENMAPS Project Manager and close administrative guidance and supervision of the Director for Finance and Administration.

The Finance Support Consultant shall perform the following specific roles to ensure that the project objectives are efficiently achieved:

1. Financial Reporting
 - 1.1 Assist the Accounting Officer in preparing documents for the monthly, quarterly and annual financial reports; and
 - 1.2 Support the Finance Specialist in ensuring timely submission of financial documents for approval.
2. Accounting and Bookkeeping
 - 2.1 Assist the Accounting Officer in the processing of transactions by preparing appropriate disbursement vouchers and journal vouchers;
 - 2.2 Checking for the propriety of the supporting documents, purchase orders/contracts/grants; and certify that all are in accordance with the Project Document, Project Cooperation Agreement, and accounting policies of the ACB;
 - 2.3 Prepare and monitor various financial schedules for receivables and payables;
 - 2.4 Update monthly foreign exchange and DSA rates to comply with the financial guidelines adopted by the ACB as the basis of computation of each transaction;
 - 2.5 Facilitate the processing and routing of budget- and finance-related documents; and
 - 2.6 Assist in the preparation, tracking, and reconciliation of project budgets and financial reports.
3. Record-keeping
 - 3.1 Maintain accurate records of all financial transactions related to the ENMAPS project;
 - 3.2 Ensure all financial documents comply with organizational policies and donor requirements; and
 - 3.3 Liaise with relevant departments to address discrepancies in financial documentation.
4. Perform other related tasks that may be assigned by the supervisor(s) from time to time.

C. EXPECTED OUTPUTS/DELIVERABLES

The Finance Support Consultant is expected to provide the following deliverables:

Deliverables	Date of Submission
Monthly accomplishment reports which may include the following: a. Day-to-day operations b. Other reports and supporting documents.	December 2025 to December 2026

D. QUALIFICATIONS

Education and Work Experience

- Bachelor's degree in Business Administration, Management, Accountancy or any related field of study, **or its equivalent requirements:**
 - Bachelor's Degree in a non-related field with at least three (3) years of related work experience in accounting and finance
- Relevant work experience in a reputable regional/international organisation in the ASEAN is an advantage

Skills

- Excellent knowledge of the English language and with exceptional writing presentation and communication skills
- Adept at working with international partners
- Excellent knowledge of the English language and with exceptional writing, presentation, and communication skills
- Able to use computer applications, in particular, MS Office and creative software
- Working knowledge of financial/accounting system
- Understanding of contracts and agreements
- Ability to work independently and to manage effectively different tasks
- Knowledge of donor financial reporting requirements is an advantage.

Nationality

- Must be a citizen of the Philippines

E. COMPETENCY REQUIREMENTS

Core Values

- Integrity, professionalism, and respect for diversity
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly
- Prudence, dependability, and accountability

Core Competencies

- Communication, teamwork, planning, and organising, accountability, commitment to continuous learning, and technological awareness.

F. DURATION

The Finance Support Consultant will be engaged from July 2025 to July 2026.

G. IMPLEMENTATION ARRANGEMENT

The Finance Support Consultant shall work full time in accordance with the ACB rules in work arrangements. She will report directly to the ASEAN ENMAPS Finance Specialist, in close coordination with the Finance and Administration Department