



REQUEST FOR EXPRESSION OF INTEREST (REI)

Finance Support Consultant

The ASEAN Centre for Biodiversity (ACB) intends to engage the services of a local **Finance Support Consultant** the *Effectively Managing Networks of Marine Protected Areas in Large Marine Ecosystems in the ASEAN Region (ASEAN ENMAPS) Project*.

The Finance Support Consultant 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.

1. Financial Reporting
 - a. Assist the Accounting Officer in preparing documents for the monthly, quarterly and annual financial reports; and
 - b. Support the Finance Specialist in ensuring timely submission of financial documents for approval.
2. Accounting and Bookkeeping
 - a. Assist the Accounting Officer in the processing of transactions by preparing appropriate disbursement vouchers and journal voucher;
 - b. 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;
 - c. Prepare and monitor various financial schedules for receivables and payables;
 - d. 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;
 - e. Facilitate the processing and routing of budget- and finance-related documents; and
 - f. Assist in the preparation, tracking, and reconciliation of project budgets and financial reports
3. Record-keeping
 - a. Maintain accurate records of all financial transactions related to the ENMAPS project;
 - b. Ensure all financial documents comply with organizational policies and donor requirements; and
 - c. 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.

Interested applicants shall have the following minimum qualifications:

Education and 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

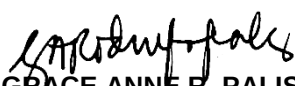
- Excellent knowledge of the English language and with exceptional writing Presentation and communication skills
- Adept at working with international partners
- Excellent knowledge of the English language and with exceptional writing, presentation, and communication skills
- Able to use computer applications, 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.

Interested applicants may obtain further information from the ACB Bids and Awards Committee (BAC) Secretariat and may download the ToR on the ACB website.

Applicants should prepare the following and send all to acb-bac@aseanbiodiversity.org:

- 1) Letter of Intent of no more than two pages addressed to the Bids and Awards Committee (BAC) through the BAC Secretariat, elaborating how their qualifications and experiences make them qualified for the position. **Finance Support Consultant** should be indicated in the aforesaid letter;
- 2) Comprehensive curriculum vitae; and
- 3) Completed Personal History Form.

Deadline for submission of completed application is on **4 November 2025**. Only applications with complete documentary requirements will be processed. Applications received beyond this date will not be considered. Only shortlisted candidates will be given due notice.



GRACE ANNE R. PALIS
Chairperson
Bids and Awards Committee

