



EMPOWERING YOUTH TOGETHER

● Financial and Administrative Manager – Philippines

Consultancy Contract for 90 days per year (Start date: April 1st 2025). Location: Quezon City

KIYO is a recognised Belgian NGO which, through partners in Belgium and in four partner countries (Burundi, Brazil, DR Congo and the Philippines), helps young people aged 12 to 25 to take control of their lives and assert their rights. Together with its partners, KIYO strengthens the personal development and technical skills of children and young people, enabling them to become active citizens capable of bringing about positive change, both for themselves and within society.

KIYO's annual budget is around €2 million, funded by the federal government, the European Commission, provinces, municipalities, companies, foundations, organisations, support groups and individuals. The international team has around 20 employees, nine of whom are based at the Brussels headquarters. For more information about KIYO, visit www.kiyo-ngo.be

● Description of the function

In order to strengthen our dynamic and motivated team in the Philippines, KIYO is looking for a **Financial and Administrative Manager (FAM)** under a consultancy contract for its ongoing 2022-2026 Empowering Children and Youth Together programme funded by the Belgian Directorate-General for Development Cooperation and Humanitarian Aid (DGD).

● Responsibilities

The FAM reports to the Business Manager and Programme Manager at KIYO's Headquarters (HQ) in Brussels and closely works together with the Programme Coordinator (PC) in the Philippines. The incumbent is responsible for the financial management of the programs implemented by three (3) Partners in the Philippines, and for the financial and administrative management of the Country Office, and encompasses:

A) For Partners:

- Review of quarterly submitted financial reports of Partners and coordination on shortcomings with the Partners;
- Quarterly spot check of submitted financial supporting documents of Partners and coordination and follow-up of its findings with the Partners;
- Semestral closure of the financial reports of Partners and submission to HQ;
- Assistance to, coaching of and troubleshooting with partners in financial report making when needed for;

B) For the Country Office:

- Review of cash advances, liquidations, reimbursements, preparation of online banking transactions and preparation, scanning and uploading of supporting documents for DGD;
- Quarterly closure of the financial reports of the Country Office and submission to HQ;
- Transformation of the KIYO-DGD report format into financial reports (existing transformation template) as needed for local authorities in the Philippines, and preparation, scanning and uploading of additional financial supporting documents (vouchers, etc.);
- Oversight on local regulatory requirements (SEC, BIR, social benefits, Quezon City Government, Barangay LGU etc) and guidance to the PC for occasional needed legworks to government offices;
- Monthly preparation of payrolls and BIR tax submissions;
- Production of monthly Financial Statements;
- Overall coordination, point person and preparation of Management's Response for annual external audits.

Qualifications

- Degree in Business Administration with at least three (3) years of work experience (finance and admin)
- Proficiency in Microsoft Office applications specifically Excel (formulas).
- Knowledge and experience in local regulatory requirements (SEC, BIR, Quezon City Government, social benefits, etc).
- Fluency in spoken and written Filipino and English.

Profile

- At ease in a small organisation with a lot of freedom and responsibility.
- Able to work with self-reliance and perseverance in finding solutions to encountered challenges.
- Practical and proactive problem solver.
- A taste for analytical work and learning.
- Good writing and communication skills.
- Committed to youth empowerment and development cooperation.
- A person of integrity.

Offer

- Fixed-term contract (initial contract from April to December 2025, with possible renewal in 2026).
- Monthly remuneration in accordance with NGO sector standards in the Philippines, considering relevant seniority and experience.
- Flexible/hybrid work setup: remote/work from home on one's own computer with occasional hard copy paper works at the office (once per month or as needed). KIYO Philippines Country Office address: 22 Matiyaga Street, Barangay Central, Diliman, Quezon City
- A motivating and inclusive work environment.
- Start date: April 1st 2025

Additional information:

Our organisation is committed to protecting and promoting the rights and welfare of children and young people and expects a similar commitment from all its employees.

 **How to apply**

Send your CV and motivation letter to Ariel Culala, Programme Coordinator: kiyo.philippines@kiyo-ngo.be by **28 February 2025 at the latest**. Reference (to be mentioned in the subject line of the e-mail): KIYO Philippines_Financial and Administrative Manager.

Applicants should be available for an interview during the week of February 24.

Your application will be treated with complete discretion during the recruitment process. KIYO values the diversity of its employees by guaranteeing equal opportunities, treatment, and access to selection for all its candidates. Our organisation fosters a work environment where individual differences are recognised, valued, and respected, so that everyone can develop their full potential. If you have a disability or illness, please do not hesitate to contact us. KIYO will make every effort to offer you reasonable accommodation to enable you to access the recruitment process and the role.

For more information, please contact Ariel Culala at the above e-mail address or visit our website: www.kiyo-ngo.be