



**Take ACTION**

## **Administrator & Finance Officer (1)**

*DEPARTMENT : Shalom Christian Birthing Home (Bahay Pa-anakan)*

*REPORT TO : Clinic Director*

### **PURPOSE STATEMENT:**

To glorify God, not only by presenting the Gospel as opportunity arises but in all aspects of work carried out.

### **RESPONSIBILITIES:**

1. Finances
  - 1.1. Direct and oversee Shalom Pa-anakan computerized accounting.
  - 1.2. Provide financial reports for Clinic Director and ACTION Philippines Council (APC)
  - 1.3. Assist the Clinic Director in Project Proposal and Budget
2. Business Operations
  - 2.1. Oversee the Birthing Home property and equipment.
  - 2.2. Responsible for equipment and furniture owned by the clinic, purchase and sales, leases or contracts.
  - 2.3. Responsible for purchase, titles, insurance coverage, licensing of clinic vehicle.
  - 2.4. Responsible for communications systems and procedures: phones, fax, computers, administration memos, etc.
  - 2.5. Responsible for mail, courier, customs and shipping policies and will keep Clinic Director informed.
  - 2.6. Write and supervise Policy and procedures as assigned and approved by the APC, which pertain to the clinic administration and related matters.
  - 2.7. Responsible for clinic maintenance repairs, security locks, storage, of items.
  - 2.8. Responsible for safekeeping of official documents.
  - 2.9. Keep financial records for 5 years.
  - 2.10. Corporate records indefinitely.

### **QUALIFICATION:**

1. Administration experience.
2. Building projects an advantage.
3. Book-keeping experience.
4. Computer skills.
5. Bible College graduate or person who has a working knowledge of the Bible.
6. Must be called by God to work among the poor.

Tagalog Level 2 of 4 minimum required.

ACTION Philippines 2009-2010 Personnel Needs List  
Updated September 2009