



Job Announcement:
ALOFT Business Manager
Central Philippines State University (CPSU)

Background: Central Philippines State University (CPSU) is located in Kabankalan, Negros Occidental, Philippines. The university focuses on the development and strengthening of education programming and outcomes in agriculture. CPSU is committed to delivering quality education, conducting research and providing extension services to meet the needs of the surrounding communities it serves.

Announcement: In partnership with the University of Tennessee (UT) [Smith Center for International Sustainable Agriculture](#), the [Central Philippines State University \(CPSU\)](#) is implementing a five-year project, "[Farmer-to-Farmer: Agricultural Leaders of Tomorrow \(ALOFT\)](#)." The ALOFT project aims to engage youth in agriculture by providing needs-based capacity development to Philippines host-organizations through short-term (2 week) technical exchanges with U.S. volunteers. ALOFT will recruit and support a range of Filipino organizations in the agricultural sector, including farmer cooperatives, agribusinesses, NGOs, and education institutions. CPSU is looking for a dynamic and dedicated professional to join our project team for the following grant-funded position:

Terms of Reference (ToR): Business Manager

Project Title	: Farmer-to-Farmer Agricultural Leaders of Tomorrow (ALOFT)
Position Title	: Business Manager
Employer	: Central Philippines State University (CPSU)
Location	: Kabankalan City, Negros Occidental, Philippines
Reporting	: Country Director
Salary Range	: \$750 to \$910 per month, based on qualifications

How to apply: Applicants should submit the following materials by **May 31, 2024, or sooner**.

Applications will be reviewed on a rolling basis as they are received.

- Curriculum Vitae (with recent picture)
- Photocopy of License (if applicable)
- Photocopy of Academic Transcript
- Photocopy of Diploma(s)

These materials should be submitted via email (cpsu_main@cpsu.edu.ph) or by courier/hand to the CPSU Main Campus:

ALADINO C. MORACA, Ph.D.
SUC President
Central Philippines State University (CPSU)
Kabankalan City, Negros Occidental

Eligibility: CPSU highly encourages ALL interested and qualified applicants. We promote equal opportunities for all men and women without discrimination, regardless of age, gender, civil status, disability status (PWD), religion, ethnicity, or political affiliation, including members of indigenous communities or those with diverse sexual orientation, gender equality and expression (SOGIE).

For inquiries, kindly contact the CPSU Research and Development Services Office at +63975-954-9948

Position Summary: Working under the supervision of the F2F Country Director, the Business Manager will serve as the administrative support for travel, invoicing, and sub-award financial reporting. This position will be based at Central Philippines State University (CPSU) and work collaboratively with a team of project staff in the Philippines and the U.S. This person will work directly with the UT ALOFT Business Manager to ensure the timely processing of administrative duties so that volunteers are placed efficiently, and ALOFT spending remains on track and compliant with policies and procedures. The Business Manager will also coordinate with the UT ALOFT Southeast Asia Program Manager and UT ALOFT Business Manager on volunteer travel and financial reporting. Due to the time difference with the United States, the Business Manager must have a flexible schedule, including participating in meetings after regular business hours with counterparts at UT.

Specific Roles and Responsibilities:

- ❖ **Provide direction and oversight to business operations for ALOFT Philippines**
 - Direct operation of all ALOFT Philippines business activities, including purchasing supplies and assigning expenses to appropriate project accounts
 - Responsible for financial records management (original document files, record retention policy compliance) for the ALOFT Philippines program
 - Ensure compliance with CPSU, UT, and USAID policies, deadlines, and procedures
 - Work with the UT Business Manager to troubleshoot problems and correct non-compliance issues. Intervene as necessary to resolve ongoing issues
 - Manage travel and reporting calendar for the ALOFT Philippines team in coordination with the Country Coordinator
- ❖ **Manage in-country travel for staff and volunteers**
 - Coordinate with the Country Director and Country Coordinator to book local transportation and accommodations for staff and U.S. volunteers
 - Audit receipts and expenses turned in for reimbursement, advising staff on expenditures that do not comply with UT or USAID policy
- ❖ **Manage Financial review, planning, and reporting**
 - Review ALOFT Philippines ledgers for appropriate expenses
 - Process and submit invoices to UT for expenses on a timely basis
 - Prepare financial reports for USAID per contract requirements
 - Review and forecast ALOFT Philippines program spending and balances
 - Consult with and advise the ALOFT Philippines Country Director on budget management

Minimum Required Qualification

- Bachelor's degree in business or accounting
- 4 -5 years of experience in accounting and/or financial management
- At least 2 years of experience supporting donor-funded projects
- Advanced proficiency in English, both oral and written
- Proficiency in word processing, spreadsheet applications, and financial/HR software
- Knowledge of general financial, operational, and administrative policies, and procedures
- Experience supporting grant-funded programs
- Ability to create and maintain effective working relations with team members and international partners

Preferred Qualifications:

- Experience with USAID-funded programs
- Experience working in university administration

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