



## Cuso International – Volunteer Placements

### Financial Management Systems Advisor

Location: Tacloban, Philippines

Partner name: Department of Trade and Industry

Length of placement (months): 9

Start date: Jul - Sep 2017 (flexible)

Funding Eligibility requirements: Open to Canadian Citizens and Permanent Residents only

Language Requirements: English: Level 5, Writing: Level 5, Speaking: Level 5

### **The Volunteer's Role**

Working with Micro, Small and Medium Enterprises (MSMEs) who have graduated from the Mentor Micro-Enterprises (Mentor ME) program, a new government initiated social entrepreneurship program, you will enhance or develop simple financial systems for bookkeeping, internal controls and auditing. You will also develop and standardize the processes to prepare financial statements, audits and compliance reporting, and train the staff to use these tools appropriately. These businesses have crude financial systems which limit their ability to access financial capital, as funders require financial documentation which they cannot provide.

Working with other Cuso International volunteers, you will coach the graduates, review their operations, and help them to implement their business improvement plans. You will assess the learning of the graduates and provide feedback to the Department of Trade and Industry (DTI), to scale up the program for national expansion and implementation.

You will work with 3 other Cuso International volunteers coaching the Mentor ME graduates. Together, you will review their operations, identify the gaps, needs and strengths of the enterprises, and establish the financial systems and processes needed, while developing plans for growth, expansion and increased profit. In addition, you will explore opportunities for future volunteer engagement with individual businesses. You will also assess the learning of the graduates and provide improvement feedback to DTI to scale up the program for national expansion and implementation.

#### **As a volunteer, you will:**

- Review the business improvement plan of each MSME, including their needs, strengths and gaps
- Assess and understand the current financial systems and needs for each organization
- Work with key staff to understand and put together funding applications
- Assist staff in the auditing process
- Support capacity building at the different levels of the organization

#### **Essential Academic Qualifications:**

- Education in Business, Accounting, Finance or equivalent professional/volunteer experience

#### **Essential Professional Background:**

- Minimum of 3 - 5 years' experience in accounting, bookkeeping, financial management
- Excellent written and verbal communication skills
- Ability to adapt and apply business knowledge and techniques to grass roots organizations

### **About Our Partner: Department of Trade and Industry**

The Department of Trade and Industry (DTI) is the primary coordinative, promotive, facilitative, and regulatory arm of the Philippine Government with the country's trade, industry, and investment activities. It is a national government ministry with regional and provincial offices. DTI Leyte provincial office creates programs, training and opportunities to support and strengthen businesses in their communities.

DTI Leyte is piloting the Mentor ME program to support MSMEs scale-up operations and increase their profits. All the participants have 3 or more employees, and a registered business. The MSME's focus areas include: 1. processed food (i.e. meat, bakeries, fish industry, wine, etc.) 2. home styles and wearables 3. trading and 4. services i.e. restaurants and tourism.

The Mentor ME program teaches entrepreneurial mind setting, marketing, accounting, product development, operations, financial and HR management, taxation and supply value chain. Each topic is facilitated by successful business professionals. In addition, the participants receive mentoring and support throughout the course as they create their business improvement plans.

### Terms and Conditions

Cuso International terms and conditions allow you to lead a modest and healthy lifestyle while being effective in your placement. This support package will cover basic living expenses for one volunteer and is not intended to cover home-based expenses (ex. loans, support payments, etc. (ex. imported items and international personal travel).

#### Support Package

- Modest living allowance (varies depending country)
- Accommodation while overseas
- Return airfare and visa/permit costs
- Cost of required vaccinations, antimalarial medication and health insurance
- Comprehensive training and support program.
- Travel and accommodation for reintegration debriefing weekend
- Modest support for accompanying partners/dependents going on placement with you for 12+ months
- Access to Employee Assistance Program while overseas and upon return
- Cuso International assessment day (Candidates must cover the first \$200 of the most cost-effective travel expenses and all accommodation costs).
- Travel and accommodation for the five-day pre-departure training course and in-country training orientation

#### Fundraising

We ask each volunteer, regardless of placement length, to raise \$2,000. All volunteers receive support from Cuso International to help achieve the goal through fundraising. If the volunteer chooses not to fundraise or is unable to achieve the fundraising goal, he/she can make a one-time donation or become a monthly donor to support our work.

#### E-volunteering

Depending on the nature of the placement volunteers are encouraged to provide e-volunteering support to the local partner or Cuso International before or after the field placement.

### Residency and Citizenship

In order to become a volunteer with Cuso International, you must be living in Canada for the time between your application date and the date you go overseas. Short vacations during this time are feasible. We may require your passport and would need to be aware of any travel plans you may have during this time. We must be able to contact you, and you must be able to contact us easily and promptly throughout the process. You will also require unrestricted access to Canada during the pre-departure process for assessment and training.

Leaving your country of residence can have significant effects on your citizenship status in that country. It is your responsibility to research the consequences of traveling to Canada during the pre-departure process and of going overseas for a long-term placement with the immigration authority where you live.