



**TERMS OF REFERENCE**

OFFICE	Finance Management Service
JOB TITLE / POSITION	Chief Administrative Officer II
DESIGNATION (if applicable)	Assistant Head of Financial Management Service
JOB LEVEL	2 – Supervisory, Salary Grade 24 (PhP90,078.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"><li>1. Master’s degree or C-Pro Certificate</li><li>2. Certified Public Accountant</li><li>3. 4 years of relevant experience</li><li>4. 40 hours of supervisory/ managerial training intervention</li></ol>
JOB OBJECTIVE	<ol style="list-style-type: none"><li>1. Supervise and monitor the job processes of the Financial Management Service</li><li>2. Review and approve Financial Reports</li><li>3. Implement and manage procedures and guidelines that meet operating statutory and regulatory requirements</li></ol>
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Financial Management System</li><li>2. Financial Accountability Reports to be reflected in the Agency Transparency Seal</li><li>3. Financial Reports and other related Schedules</li><li>4. Compliance to government rules and regulations (CSC, COA, DBM, etc.)</li></ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Exercises general supervision over the Financial Management Service (FMS)</li><li>2. Represents the Director for Financial Management Service in all meetings on concerns related to the Service</li><li>3. Monitors the deliverables of FMS and acts on and/or recommends courses of actions to address bottlenecks to achieve deliverables</li><li>4. Coordinates with other units on inter-departmental activities</li><li>5. Reviews and signs all accomplished Disbursement Vouchers (DVs) and Liquidation Reports (LRs), all financial reports including general and subsidiary ledger balances</li><li>6. Reviews and approves Journal Entry Vouchers and its supporting documents</li><li>7. Certifies funds and cash availability on all contracts and financial transactions.</li><li>8. Performs other tasks that may be assigned by the Director for Financial Management Service</li></ol>