



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

OFFICE	<b>Financial Management Service</b>
JOB TITLE / POSITION	<b>Peace Program Officer IV/Accountant IV</b>
DESIGNATION (if applicable)	Accounting Division Head
JOB LEVEL	2 –Technical, Salary Grade 22 (P71,511.00) - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. Three (3) years of relevant experience</li> <li>3. Training: Sixteen (16) hours of relevant training</li> <li>4. Eligibility: RA 1080 (CPA)</li> </ol>
SUPERVISES	All staff of Billing, Disbursement, Liquidation, Bookkeeping, and Records
COORDINATES WITH	All OPAPRU Units and external partners and stakeholders
JOB OBJECTIVE	<ol style="list-style-type: none"> <li>1. Supervise and monitor the job accounting processes of the Finance Accounting Division</li> <li>2. Prepare and generate Financial Reports</li> <li>3. Implement and manage accounting 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. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports</li> <li>3. Financial Reports and other related Schedules</li> </ol> <p>Compliance with government rules and regulations (CSC, COA, DBM, etc.)</p>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Reviews the accuracy and correctness of accounting entries to its books of accounts per grant:               <ul style="list-style-type: none"> <li>• OPAPRU Regular Fund</li> <li>• OPAPRU Current Account (CA)</li> <li>• OPAPRU CPDF</li> <li>• IDB OPAPRU Trust Account</li> </ul> </li> <li>2. Review Budget Financial Accountability Reports</li> <li>3. Review the Property Plant and Equipment Reports and Schedules</li> </ol>

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|  | <ol style="list-style-type: none"><li>4. Monitors maintenance and safekeeping of vouchers and documents supporting transactions in the books of accounts prior to submission to the office of COA.</li><li>5. Monitors maintenance and reconciliation of general and subsidiary ledgers</li><li>6. Monitors timely submission of financial data to COA, DBM, and other related agencies.</li><li>7. Monitors timely reconciliation of cash balances per books of accounts and financial data</li><li>8. Prepares technical reports and other correspondences.</li><li>9. Performs other tasks that the Finance Director may assign.</li></ol> |
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