



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

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|-----------------------------|---|
| OFFICE | Independent Decommissioning Body |
| JOB TITLE / POSITION | Administrative Officer III (Accounting and Finance Services) |
| JOB LEVEL | Administrative, Salary Grade 14 – Contract of Service (PhP 29,277.00) |
| PLACE OF ASSIGNMENT | IDB Headquarters, Cotabato City |
| MINIMUM QUALIFICATION | <ol style="list-style-type: none"> 1. Graduate level degree in Finance, Budgeting, Accounting or other relevant field of study 2. 3 years of relevant experience 3. 8 hours of relevant training 4. Experience with Philippine Government Accounting and Auditing System |
| JOB OBJECTIVE | To provide accounting and administrative support to the Accounting and Finance Services unit and ensure compliance with financial policies and procedures |
| KEY RESULT AREAS | <ol style="list-style-type: none"> 1. Accurate and timely recording and reporting of financial transactions and information 2. Effective and efficient management of financial resources and assets 3. Compliance with internal and external audit requirements and recommendations 4. Provision of administrative services to the Accounting and Finance Services unit and other units as needed |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Ensure that IDB procurement, accounting, and reporting are in accordance with the government rules and regulations. 2. Prepares all required documents for audit. 3. Prepares documentation for liquidation or replenishment. 4. Ensures proper filing system of all financial documents. 5. Prepares and submits reports and analysis to the Accounting & Finance Services Coordinator. 6. Perform other tasks as may be assigned by the management and AFS Coordinator. |