



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

OFFICE	Financial Management Service
JOB TITLE / POSITION	Peace Program Officer IV/Accountant IV
DESIGNATION (if applicable)	Accounting Division Head
JOB LEVEL	2 –Technical, Salary Grade 22 (P71,511.00) - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office - Pasig City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. Three (3) years of relevant experience 3. Training: Sixteen (16) hours of relevant training 4. Eligibility: RA 1080 (CPA)
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"> 1. Supervise and monitor the job accounting processes of the Finance Accounting Division 2. Prepare and generate Financial Reports 3. Implement and manage accounting procedures and guidelines that meet operating statutory and regulatory requirements
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial Management System 2. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports 3. Financial Reports and other related Schedules Compliance with government rules and regulations (CSC, COA, DBM, etc.)
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Reviews the accuracy and correctness of accounting entries to its books of accounts per grant: <ul style="list-style-type: none"> • OPAPRU Regular Fund • OPAPRU Current Account (CA) • OPAPRU CPDF • IDB OPAPRU Trust Account 2. Review Budget Financial Accountability Reports; 3. Review the Property Plant and Equipment Reports and Schedules;

4. Monitors maintenance and safekeeping of vouchers and documents supporting transactions in the books of accounts prior to submission to the office of COA;
5. Monitors maintenance and reconciliation of general and subsidiary ledgers;
6. Monitors timely submission of financial data to COA, DBM, and other related agencies;
7. Monitors timely reconciliation of cash balances per books of accounts and financial data;
8. Prepares technical reports and other correspondences; and
9. Performs other tasks that the Finance Director may assign.