



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