



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 (FAS)
JOB TITLE / POSITION	Administrative Officer III
DESIGNATION	Finance Administrative Officer
JOB LEVEL	2 - Administrative, Salary Grade (SG) 14 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Finance – Accounting Section
REPORTS DIRECTLY TO	Head of Accounting Division/ Accountant
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. 1 year of relevant experience 3. 4 hours of relevant training
COORDINATES WITH	All Finance staff, all OPAPRU Units, and COA
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. Facilitate accounting processes that meet COA regulatory requirements 2. Prepare and generate Financial Reports and Schedules
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial Reports and other related Schedules 2. Compliance with government rules and regulations (CSC, COA, DBM, etc.) 3. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Journalizes accounting entries (JEV) of OPAPP Current Account (CA), RNG and Re-Integration under NGAS/ GAM System <ul style="list-style-type: none"> • Budget Utilization Request Slip (BURS) • Notice of Cash Allocation (NCA) of Trust Fund • Disbursement Vouchers • Tax Remittance Advice • Collections and Deposits • Liquidations of Cash Advances • Cancelled/ Subsequent/ Stale Checks • Income and Bank Charges 2. Prepares Ageing Schedule and Subsidiary Ledger <ul style="list-style-type: none"> • Advances in Operating Expenses • Advances to Special Disbursing Officer • Advances to Officers and Employees 3. Prepares Subsidiary Ledgers of Inter-Agency Payables: <ul style="list-style-type: none"> • Due to BIR • Due to GSIS • Due to Pag-Ibig • Due to PhilHealth 4. Prepares Monthly Reports of OPAPP Current Account (CA), RNG/ Re-Integration Accounts <ul style="list-style-type: none"> • Check Disbursement Journal • General Journal • Cash Disbursement Journal • Cash Receipts Journal 5. Encodes Consolidation of Quarterly Financial Accountability Report online to DBM URS 6. Prepares Monthly / Quarterly Ageing Report of Unliquidated Cash Advances for the Agency's compliance with COA, Ombudsman, DBM, Congress and Senate 7. Performs other tasks that may be assigned by the Accountant and Finance Director