



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
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JOB TITLE / POSITION	CHIEF ADMINISTRATIVE OFFICER II FOR FINANCIAL MANAGEMENT SERVICE
DESIGNATION (if applicable)	Assistant Head of Financial Management Service
JOB LEVEL	SG 24
PLACE OF ASSIGNMENT	OPAPP Central Office
UNIT ASSIGNMENT	Financial Management Service
REPORTS DIRECTLY TO	Director for Financial Management Service
SUPERVISES	All staff of Financial Management Service
COORDINATES WITH	All OPAPP Units and Executives, CSC, DBM, COA , CABSEC, external partners and stakeholders
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.)
KEY ROLES 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 <p>Note: Highly required: a Certified Public Accountant</p>