



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	Independent Decommissioning Body
JOB TITLE / POSITION	Administrative Officer V (Accounting and Finance Services)
JOB LEVEL	Administrative, Salary Grade 18 – Contract of Service (PhP 42,159.00)
PLACE OF ASSIGNMENT	IDB Headquarters, Cotabato City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor's degree in Accounting, Finance, Business Administration, or any relevant field of study 2. 5 years of relevant experience 3. 8 hours of relevant training 4. 4. Good working knowledge of Philippine Government Procurement Law and have strong knowledge of accounting principles and standards, financial software and systems, donor requirements and reporting, and auditing procedures.
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. To oversee and manage the accounting and financial operations of IDB, ensuring compliance with donors, internal policies, external regulations and IDB's policies and procedures. 2. To provide accurate and timely financial reports and analysis to support decision-making and planning. 3. To coordinate and supervise the work of the accounting and finance staff, ensuring quality and efficiency.
KEY RESULTS AREA	<ol style="list-style-type: none"> 1. Financial planning and budgeting, financial reporting and analysis, financial compliance and audit, financial policies and procedures. 2. Accurate and timely recording and reporting of IDB's financial transactions in accordance with accounting standards and donor requirements. 3. Effective and efficient management of IDB's funds, assets, and liabilities. 4. Compliance with internal controls, audit recommendations, and statutory obligations. 5. Provision of financial analysis and advice to IDB-OCoS Office of the Chief Staff (OCoS), Support Services Manager and Operation Manager as needed.



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DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Ensures that the accounting, monitoring, and reporting for financial documents are according to procedures set by the government and international standards.2. Prepares and submits reports and analysis to the Office of the Chief of Staff.3. Ensures that the IDB financial system set-up adheres to IDB Terms of Reference, Philippine law and auditor requirements.4. Helps develop and implement IDB financial systems, routines, and procedures.5. Maintains overall budget control and monitors cash flows in accordance with the approved Work and Financial Plan.6. Trains officers and staff with financial responsibilities.7. Supervises the Accounting and Finance Section8. Provides regular financial analysis and reports to Operations Manager and Support Services Manager.9. Focal point for the implementation of anti-corruption measures.10. Performs other tasks as may be assigned by the management and Support Services Manager.
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