



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

NOTICE OF VACANCIES

The **LGU PFM 2 Project Task Force** announces vacancies for the following positions:

1. **Finance and Contracts Officer;** and
2. **Accounting Specialist.**

Please refer to the attached Terms of Reference (TOR) for details. Interested applicants may send their application letters and Curriculum Vitae not later than **January 17, 2013** to:

DIR. JULIAN LI. PACIFICADOR, JR.
Imprest Administrator
LGU PFM 2 Project
2nd Fl. Boncodin Hall, Department of Budget and Management
General Solano St., San Miguel, Manila


JULIAN LI. PACIFICADOR, JR.
Director IV / Imprest Administrator

FINANCE AND CONTRACTS OFFICER

TERMS OF REFERENCE

A. BACKGROUND

The Department of Budget and Management, in coordination with other oversight national agencies, is implementing a four-year European Union (EU) funded project, "Support to Local Government Units for More Effective and Accountable Public Financial Management," otherwise known as the LGU PFM 2 project.

To support project implementation and to handle the day-to-day operations of the project, a Project Task Force (PTF) has been established. The PTF is headed by the Imprest Administrator and composed of the Imprest Accounting Officer and other Support Staff. Among the Support Staff identified is the Finance and Contracts Officer, thus this Terms of Reference (TOR) for said position.

B. OBJECTIVE

To recruit and hire a Contracts and Finance Officer who will assist the PTF in implementing the project.

C. SCOPE OF WORK

The Contracts and Finance Officer shall be responsible for the following:

1. Ensure compliance with Government of the Philippines (GOP) and EU guidelines on all transactions arising from the implementation of the project.
2. Develop and implement accounting policies and procedures for financial accounting and reporting consistent with the Project Operations Manual (POM), and pertinent GOP and EU guidelines, rules and regulations.
3. Ensure maintenance and updating of GOP and EU required documentation of all project transactions.
4. Analyze and report project financial performance to the Imprest Accounting Officer in a timely manner.

5. Review and recommend for approval the bi-monthly payroll to ensure that project support staff are paid in an accurate and timely manner.
6. Prepare contracts of consultants who may be hired for the project.
7. Direct timely and accurate administration of contracts of services, and agreements with suppliers, agencies and contractors.
8. Assist in ensuring compliance with contractual requirements and recommend measures to mitigate potential liabilities.
9. Perform other related duties as may be required.

D. DELIVERABLES:

1. Financial Performance Reports
2. Contracts
3. Inventory and Status of Contracts
4. Other Management Reports as may be required

E. IMPLEMENTATION ARRANGEMENTS:

The Finance and Contracts Officer shall report directly to the Deputy Imprest Administrator.

F. QUALIFICATIONS:

1. Academic
 - Bachelors Degree in Accounting, must be a Certified Public Accountant
 - Bachelors Degree in Law, preferably a Lawyer
2. Professional Experience
 - A minimum of three years related experience in accounting
 - Has related experience in contract preparation and administration
3. Knowledge and Skills
 - Has a broad understanding of government operations
 - Has knowledge of government budgeting, accounting and auditing rules and regulations

- Has demonstrable strong analytical capabilities, ability to think strategically and make recommendations in a clear and practical manner
- Has excellent verbal and written communication skills
- Has the ability to perform under pressure, especially in recognizing and mitigating problems and formulating a plan on how to use the project's resources to the best advantage
- Highly motivated and organized, possessing the ability to interpret vast amounts of financial data compiled
- Experience in handling foreign assisted projects an advantage

G. DURATION OF THE CONTRACT:

The contract of service shall be for the period February 1 to April 30, 2013, subject to renewal upon determination of a very satisfactory performance. The cumulative contract duration cannot exceed the duration of the project.

H. PAYMENT:

The total monthly remuneration of the Contracts and Finance Officer shall be Sixty Six Thousand Eight Hundred Ninety Six Pesos (P66,896.00), inclusive of taxes.

Payment shall be made on the 15th and end of every month, chargeable against the LGU PFM 2 project funds.

No other payments and remuneration shall be provided aside from what is stipulated in this TOR.

ACCOUNTING SPECIALIST

TERMS OF REFERENCE

A. BACKGROUND

The Department of Budget and Management, in coordination with other oversight national agencies, is implementing a four-year European Union (EU) funded project, "Support to Local Government Units for More Effective and Accountable Public Financial Management," otherwise known as the LGU PFM 2 project.

To support project implementation and to handle the day-to-day operations of the project, a Project Task Force (PTF) has been established. The PTF is headed by the Imprest Administrator and composed of the Imprest Accounting Officer and other Support Staff. Among the Support Staff identified is the Finance and Contracts Officer, thus this Terms of Reference (TOR) for said position.

B. OBJECTIVE

To recruit and hire an Accounting Specialist who will assist the PTF in implementing the project.

C. SCOPE OF WORK

The Accounting Specialist shall be responsible for the following:

1. Process payments / disbursements chargeable against the LGU PFM 2 project funds, as approved by the Imprest Administrator.
 - a. Evaluate payment requests by verifying the accuracy of claims, completeness of supporting documents, and eligibility for payment from the project funds.
 - b. Prepare the related disbursement vouchers.
2. Verify and post details of transactions, including but not limited to funds received, disbursed, and balances.
3. Assist in the preparation of the Detailed Budget for the Annual and Overall Work Plans.

4. Prepare and review payroll summaries, journals and reports, and administer support staff pay records and benefits.
5. Ensure timely preparation and submission of accurate financial reports.
6. Ensure compliance with government regulations, such as tax remittances, in an accurate and timely manner.
7. Perform other related duties as may be required.

D. DELIVERABLES:

1. Regular Bank Reconciliation Statements
2. Monthly, Quarterly and Annual Financial Statements and Reports
3. Monthly and Quarterly Tax Remittances
4. Other reports as may be required

E. IMPLEMENTATION ARRANGEMENTS:

The Accounting Specialist shall report directly to the Finance and Contracts Officer.

F. QUALIFICATIONS:

1. Academic
 - Bachelors Degree in Accounting
 - Must be a Certified Public Accountant
2. Professional Experience
 - A minimum of three years related experience in accounting.
3. Knowledge and Skills
 - Has a broad understanding of government operations
 - Has knowledge of government budgeting, accounting and auditing rules and regulations
 - Has demonstrable strong analytical capabilities, ability to think strategically and make recommendations in a clear and practical manner
 - Has excellent verbal and written communication skills

- Has the ability to perform under pressure, especially in recognizing and mitigating problems and formulating a plan on how to use the project's resources to the best advantage
- Highly motivated and organized, possessing the ability to interpret vast amounts of financial data compiled
- Experience in handling foreign-assisted projects an advantage.

G. DURATION OF THE CONTRACT:

The contract of service shall be for the period February 1 to April 30, 2013, subject to renewal upon determination of a very satisfactory performance. The cumulative contract duration cannot exceed the duration of the project.

H. PAYMENT:

The total monthly remuneration of the Contracts and Finance Officer shall be Thirty Nine Thousand Six Hundred Eighty One Pesos (P39,681.00), inclusive of taxes. Payment shall be made on the 15th and end of every month, chargeable against the LGU PFM 2 project funds.

No other payments and remuneration shall be provided aside from what is stipulated in this TOR.