

Republic of the Philippines  
**PUBLIC FINANCIAL MANAGEMENT (PFM) PROGRAM**  
 GOVERNMENT INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (GIFMIS)  
 PROJECT UNIT

POSITION TITLE	MONTHLY SALARY	NO. OF POSITIONS	MODE OF HIRING	QUALIFICATIONS
<b>Accounting and Auditing Specialist</b>	P42,652	3	Detail, Secondment or Direct Hiring (Contractual) Initially for 1 year	See job and person specifications

**OPPORTUNITY**

The job will provide opportunity to: (a) work on a high-impact project (GIFMIS Project Unit) authorized by Executive Order No. 55 (s.2011) to automate and integrate all government financial management and information systems by 2016, effectively boosting the Government’s transparency and accountability drive; (b) work alongside senior government officials and a multinational team of PFM and information technology advisers; and (c) gain unique, highly specialized, marketable skills and experience from implementing technology and change management solutions in a public sector environment. The GIFMIS Project Unit is currently housed at the Department of Budget and Management in Malacanang, Manila.

The Government Integrated Financial Management Information System (GIFMIS) is a web-based application that will enable government agencies to generate real-time, reliable and accurate financial reports to aid decision making, enabling citizens to know where public funds are spent.

**PLACEMENT OBJECTIVES**

The **Accounting and Auditing Specialist** will be responsible for analyzing and defining business requirements and business processes concerning government financial accounting and auditing systems. He/she will bring functional expertise to the Functional Team tasked to determine and document financial processes and translate these into system requirements for GIFMIS in the following areas: Budget Preparation and Classification Management; Treasury, Treasury Single Account and Cash Management; Accounting, Chart of Accounts (CoA) and General Ledger (GL) Management; Reporting and Auditing, Expenditure Management; Revenue Management; Human Resource Management and Payroll Management.

He/she will work closely with the Change Management Team to develop and document the required business processes, and engage with key stakeholders from spending agencies to (a) confirm the processes are correct, (b) develop business process design documents, and (c) serve as a member of the testing team, as trainer/mentor during the pilot and rollout phases, and as support resource on business rules and procedures and policy issues.

**ACCOUNTABILITY/WORKING RELATIONSHIPS**

1. Accountable to the Project Director, through the Functional Team Leader
2. Works closely with the Functional Team and Change Management Team, and the Public Financial Management (PFM) Advisers assigned to the project

**JOB SPECIFICATION**

The job involves analysis of the implications of the introduction of new processes and software customization in terms of their impact on the individual government agencies and future support needed. Responsibilities include the following:

1. Determine business requirements concerning accounting and auditing activities of government agencies
2. Document business requirements and information flows
3. Develop business process design documents
4. Participate in the development of the test scripts for unit and full cycle tests
5. Participate in the data conversion deliverables preparations
6. Support unit and full cycle testing activities
7. Participate in training material preparation
8. Undertake training of all application users
9. Participate actively in all analysis workshops
10. Undertake issue resolution requirements
11. Provide onsite mentoring and support during roll out phase
12. Participate in the Train the Trainer sessions
13. Prepare reports on the functional activities and tasks performed to support the project
14. Perform any other responsibilities as may be reasonably required

## PERSON SPECIFICATIONS

### ***Education***

- Bachelor's degree in commerce, business administration, accounting or related courses

### ***Training***

- Minimum 16 hours of training in financial accounting and auditing

### ***Experience***

- Minimum three years of experience in performing or supervising accounting activities including recording, analysis and reporting of financial transactions

### ***Knowledge***

- Substantial knowledge of the principles and practices of government budget and finance administration, particularly accounting and auditing, financial reporting, chart of accounts and general ledger management
- Substantial knowledge of government budgeting, accounting and auditing rules and regulations
- Knowledge of the Philippine public administration system and structures

### ***Skills***

- Ability to apply mathematical and statistical methods to calculations and forecasts based on financial information
- Ability to analyze and evaluate financial information and to make sound recommendations relevant to functional area
- Ability to use accounting software and office productivity tools and applications
- Ability to communicate oral and written information in a clear and organized manner appropriate to the target audience
- Ability to identify and recommend solutions to solve issues and problems
- Ability to deal tactfully and professionally with others
- Ability to train and mentor individual learners and groups on assigned functional area

### ***Other Qualifications***

- Ability to define financial processes and translate these into system requirements and development of test case scenarios