

TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB) intends to engage the services of an Accounting Analyst under the AFoCO-DENR FRESH Project ("Ensuring Functioning of Cultural Ecosystem Services in an Urban Setting: Assimilating Nature for Forest Healing and Experiential Learning in Ninoy Aquino Parks and Wildlife Center [AFoCO/029/2022])" of the Ninoy Aquino Parks and Wildlife Center which also serves as the Project Site Management Office.

Service Description	:	Accounting Analyst [will be reporting directly to the Head, BMB–Accounting Unit]
Project Duration	:	01 February 2025 – 30 September 2025
Approved Budget for Contract	:	PHP 1,478.00 per day (PHP 32,516.10 per Month; inclusive of taxes)

1. Requirements:

The candidate should meet the following minimum requirements:

- 1.1. Bachelor's degree relevant to the job;
- 1.2. Familiar with basic accounting and auditing rules and regulations; and,
- 1.3. Familiar with government procurement system and procedure.

2. Major Responsibilities:

- 2.1. Prepare, consolidate and verify consolidated financial statements, supporting schedules and reports of the BMB, NAPWC and the FRESH Project;
- 2.2. Periodic entry and maintenance of journals, general ledgers, subsidiary ledgers, and the related account schedules to check status and quality assure entries relevant to the BMB, NAPWC and the FRESH Project;
- 2.3. Coordinate with the DENR Central Office and other oversight/regulatory agencies on fund releases for the FRESH Project;
- 2.4. Prepare reports and other reportorial requirements to ensure compliance in financial recording and financial reporting specific to the BMB and NAPWC, and consistent with the FRESH Project requirements as indicated in the AFoCO project manual;
- 2.5. Facilitate Funding Requirements of the Special Disbursement Officer, to support implementation of the BMB, NAPWC and the FRESH Project;
- 2.6. Assist the NAPWC Administrative Assistant in the preparation of liquidation reports on downloaded or funds transferred;
- 2.7. Facilitate the processing of claims vis-à-vis accounts payable/unpaid obligations to internal and external stakeholders;
- 2.8. Ensure timely submission of all accounting and financial reports of the FRESH Project to pertinent oversight body; and,
- 2.9. Perform other tasks as may be assigned from time to time by the immediate supervisor.

3. Deliverables:

- 3.1. Relevant accounting documents specific to BMB, NAPWC and the FRESH Project.
- 3.2. Required financial reports as required by the FRESH Project, consistent with the AFoCO Manual, and as required by pertinent oversight Offices/Agencies.

4. Applications must include:

- 4.1. A letter of intent
- 4.2. A curriculum vitae (personal information including current/active email address, current/active mobile number, educational background, work experience, relevant accomplishments and three (3) references)
- 4.3. Photocopy of Transcript of Records and Diploma.

The deadline for submission of application is **04 FEBRUARY 2025**.

Qualified Applicants are advised to hand in or send through courier/email their application to:

MARCIAL C. AMARO, JR. CESO II
Assistant Secretary for Biodiversity and
Concurrent Director, Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman Quezon City
Telephone Nos. (63-2) 8924 6031 to 35 locals 216, 236, 240, 246
Email address: bmbhrdu.application@gmail.com ; bmbhrdu@bmb.gov.ph ;
hrdu@bmb.gov.ph cc: napwc@bmb.gov.ph

APPROVED:


MARCIAL C. AMARO, JR. CESO II
Assistant Secretary for Biodiversity and
Concurrent Director, Biodiversity Management Bureau