HEAD – ACCOUNTING UNIT

Job Summary

Leads accounting operations, financial reporting, taxation, budget preparation and monitoring, and statutory compliance.

Specific Duties and Responsibilities

Financial Reporting & Controls

1. Close books monthly; prepare FS and management reports; oversee GL integrity and account reconciliations.
2. Own chart-of-accounts governance, journal approval thresholds and documentation; enforce segregation of duties.

Receivables Management

1. Oversee subsidiary ledgers for clients; billing accuracy; application of collections; issuance of Certificates of Full Payment.
2. Monitor aging, PD levels and impairment provisioning; coordinate with AMG/ASG/Collections on resolutions.

Payables Management

1. Supervise PO-to-pay process; vendor master data; payment runs; bank reconciliations; DSO/DPO analytics.
2. Implement 3-way match controls; manage accruals and cut-off.

Taxation & Regulatory

1. Ensure proper computation/filing (DST, withholding, GRT, VAT, corporate income tax, deferred taxes).
2. Handle COA/BIR/BSP/SEC engagements; lead responses to audit observations and action plans.

Qualification Standards

a. CPA; MBA preferred
b. ≥4 years relevant experience (≥1 year supervisory)
c. ≥24 hours training

Competencies

a. Financial reporting
b. PFRS knowledge
c. Tax and regulatory mastery
d. Leadership and coaching
e. Stakeholder communication

Working Relations

Internal:

- President/CEO and Executive Management – financial reporting and budget coordination.
- All Units – transaction support and reporting.
- Treasury Unit – disbursements and reconciliation.
- Internal Audit/Compliance – audit requests and regulatory submissions.

External:

- COA, BIR, BSP, SEC – statutory reports and audits.
- Banks and vendors – payments and confirmations.