



**LBP LEASING AND FINANCE CORPORATION**  
(A LANDBANK SUBSIDIARY)

## **HEAD – ACCOUNTING UNIT (ASSISTANT MANAGER)**

### **DUTIES AND RESPONSIBILITIES**

1. Supervise, plan, direct, organize, and control the performance of the functions of the Accounting Unit under the general supervision of the Head-Corporate Services Group;
2. Responsible for making occasional significant decisions within the Accounting Unit to ensure the effective and efficient performance of the Unit's functions and within the limits of established policies and procedures;
3. Ensure the accurate and timely preparation of financial reports;
4. Ensure the effective and for the preparation of the annual Corporate Operating Budget and monitoring and periodic reporting of the budget utilization;
5. Ensure accurate and timely computation and payment of taxes;
6. Prepare annual analysis of income tax of the Corporation and recommendation for the methods of income tax to be used in the succeeding year
7. Ensure timely and accurate preparation and submission of all financial and other accounting-related reports to all government regulatory agencies and offices;
8. Ensure timely and proper recording of all financial transactions and completeness and maintenance of accounting records and documents;
9. Ensure the efficient performance of the duties and responsibilities of the Accounting Unit personnel and conduct/prepare periodic performance evaluation of Accounting personnel;
10. Check, verify, certify documents, reports and schedules prepared and submitted for financial data recording and audit;
11. Certify the periodic reportorial requirements required by the Bangko Sentral ng Pilipinas and the Securities and Exchange Commission.
12. Coordinate and handle the discussions/deliberations on the findings and assessments rendered by the Commission on Audit, the Bureau of Internal Revenue, the Bangko Sentral ng Pilipinas and other regulatory agencies/parties;
13. Certify to the correctness of vouchers, bills, statement of accounts, trial balances, budget estimates; financial statements and other financial documents;
14. Prepare analysis of reports;
15. Formulate and recommend policies, systems and procedures and the adoption of a work program for the effective management and supervision of the Accounting Unit.
16. Perform other functions as may be assigned from time to time.



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## **QUALIFICATION STANDARDS**

- Certified Public Accountant
- Preferably with MBA units or degree
- With four (4) years of relevant work experience including at least 1 year in a supervisory capacity
- With at least 24 hours of relevant training
- Critical analytical and problem-solving skills
- Identifying and formulating policy improvements ability
- Knowledgeable in PFRS and Philippine taxation
- Knowledgeable in Pertinent Issuances of regulatory agencies

*Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.*