



LBP INSURANCE BROKERAGE, INC.

(A SUBSIDIARY OF THE LAND BANK OF THE PHILIPPINES)
12/F SyCip Law Centre Bldg., 105 Paseo De Roxas, Legaspi Village, Makati City 1229



JOB DESCRIPTION

Job Title: ACCOUNTING HEAD
Group/Department/Division: ACCOUNTING DEPARTMENT
Reports to: General Manager, President & CEO, Board of Directors
Direct reports/Subordinates: Collection Supervisor, Remittance Specialist II, Financial Account Specialist II
JOB SUMMARY: Manages and oversees the daily operations of the Accounting Unit. Responsible for all areas relating to financial reporting, year-end audit preparation and the support of budget and forecast activities.
MAJOR RESPONSIBILITIES: 1. Implements/maintains an effective accounting system and management accounting reporting system/mechanism. 2. Monitors and analyzes accounting data and produce timely and accurate financial reports and other reportorial requirements for submission to governing government agencies. 3. Monitors and analyzes the unit's performance to develop more efficient procedures and use of resources while maintaining a high level of accuracy. 4. Monitors Accounts Receivable-Trade turnover/collection rate to ensure targets are met. 5. Ensures the accurate and timely processing of payables to suppliers and remittance of insurance premiums. 6. Checks validity and veracity of statements of accounts and supporting documents prior to the preparation of DVs and signs the "Certified Correct" portion of the DV. 7. Ensures the monthly and quarterly taxes due are remitted in a timely and accurate manner. 8. Collaborates with the other department heads to support the company's goals and objectives. 9. Responds to inquiries from the Board of Directors, President, General Manager, and parent company officers regarding financial results, special reporting requests and the like. 10. Attends meetings of the Executive Committee and the Board of Directors. 11. Supervises staff to ensure all financial reporting deadlines and financial accounting objectives are met. 12. Work with each direct report to establish goals and objectives for each year and monitor and advises on the progress to enhance the professional development of staff.

JOB SPECIFICATIONS/QUALIFICATIONS
Educational Background: Bachelor of Accountancy, or Bachelor of Science degree in Accounting, CPA required
Professional Experience: Five to seven years prior supervisory experience in the financial reporting/general ledger area.
Knowledge Required: Proven knowledge of accounting principles, practices, standards, laws and regulations. Adequate knowledge of financial operations and capital budget concepts. Advanced computer skills on MS Office, accounting software and databases.
Skills Required: Remarkable skills in analyzing financial data and promptly generating accurate reports. Ability to multi-task, work under pressure and meet deadlines required. Very good verbal and written communication skills. Ability to delegate, direct and supervise.