

THE FINANCE PERSONNEL

by:
Magnolia M. de Leon
Senior Bookkeeper

Most people don't plan to fail - they just fail to plan." -Anonymous

The Department of Education implements School-Based Management System (SBM) whereas the school itself is given the responsibility to decide on budget, personnel and the curriculum. Its main purpose is to create a more effective learning environment for children.

The SBM has four different components. These are; Leadership and Governance, Curriculum and Instruction, Accountability and Continuous Improvement and Management of Resources. The principals, teachers, students and parents are given tasks to improve students' learning

When it comes to budgeting, the school head is in charge but someone who will focus in finance is needed. They are the Bookkeepers, with the position of Administrative Assistant III. They are team with the Disbursing Officer or Administrative Officer II. The Bookkeepers' responsibility is to have an accurate and updated financial information of the organization. They maintain books and records and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions. The Disbursing Officers are then in charge of disbursement and liquidation of all financial expenses by the organization. They serve key roles to decision making especially on resources and expenses.

The qualification standards are completion of two years in college education, one-year relevant experience, career service professional eligibility, first level or subprofessional, and four hours relevant training. First level eligibilities require less than four years of college education.

Here are some of the Department of Education's Senior Bookkeepers Result Key Areas with corresponding duties and responsibilities.

Financial Records and Reports. The ones in charge of financial records are the accountants but, in a school, it is a senior bookkeeper. Bookkeepers make sure that all transactions are properly posted in books. They prepare journal entry vouchers, trial balances, statement of accounts and other financial statements.

Account Tracking. They prepare schedules to support financial statements to consolidate in the books of accounts or progress reports. A quarter, semi-annual or annual meeting for consolidation of all accounts is being attended. They also prepare reconciliation of books of accounts and adjust if necessary, to keep updated and accurate records.

System Maintenance. They prepare and update computerized records of cash disbursements, journals, subsidiary ledgers and monthly statement of allotment, obligations and balances.

Bookkeepers also provides technical assistance to the school heads and officer-in-charge in schools regarding financial updates, policies and guidelines and procedures on proper fund utilization. Poor financial records may result to failing goals. Without these personnel, teachers will suffer. Additional tasks will be assigned to them. Teachers should teach and not do clerical or administrative tasks.

The goals are to manage resources collectively, wisely mobilized and managed with transparency, effectiveness and efficiency.

Bookkeeping and disbursing are difficult jobs, not all people like working with numbers but it serves as a stepping stone to a successful financial

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