



## WORKFORCE PUBLICATION FORM

Date of Posting: October 13, 2017

The Local Government Academy is in need of a **Finance Officer** to be assigned at the **Administrative, Financial and Management Division**.

### SCOPE OF WORK

- Manage and monitor project funds;
- Prepare and submit financial and liquidation reports of the project consistent with the donor requirements;
- Coordinate with the AECID and DILG counterpart;
- Consolidate and reconcile financial reports of LGA;
- Prepare bank reconciliation statements, withholding tax remittances, and journal entry vouchers for AECID accounts; and
- Perform related functions that maybe assigned from time to time.

### SPECIFIC FUNCTIONS AND DUTIES

- Journal Entry Vouchers
- Disbursement Vouchers
- Budget Utilization Requests
- Processing of Project Claims
- Bank Reconciliation Statements
- Percentage of Utilization Report

### ENGAGEMENT OF SERVICES

The Finance Officer shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.

The engagement of the Finance Officer is full-time with a monthly salary of Twenty Thousand Pesos (P20,000.00) inclusive of tax to be paid bi-monthly.

<b>EDUCATION</b>
<ul style="list-style-type: none"> <li>• Bachelor of Science in Accountancy Graduate</li> <li>• Certified Public Accountant (preferably)</li> </ul>
<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Knowledgeable in Government Accounting and Auditing</li> </ul> <p><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Keen to details</li> </ul>
<b>TRAINING</b>
<ul style="list-style-type: none"> <li>• MS Office</li> </ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• One (1) year work experience</li> </ul>

Interested Applicants may visit or send application forms and required credentials to:

**MARIVEL C. SACENDONCILLO, CESO III**

**Executive Director**

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

**DONNA JEANNE M. YARCIA**

Administrative Officer V (HRMO III)

Email: lgahrmu@gmail.com

**Application Requirements:**

- Letter of Application
- Transcript of Records (Authenticated)
- Curriculum Vitae
- Medical Certificate (upon advise by the HRM Officer)
- College Diploma (Authenticated)
- Certificates of trainings attended

**Deadline of Application:** October 23, 2017

Prepared by:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date:

Approved for posting:



**GENEDINE A. EVANGELISTA**

Chief, AFMD

Date: