



WORKFORCE PUBLICATION FORM

Date of Posting: August 30, 2018

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

SCOPE OF WORK
<ul style="list-style-type: none">Accounting and auditing in Government Knowledgeable
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">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; andPerform related functions that maybe assigned from time to time.
ENGAGEMENT OF SERVICES
<p>The Finance Officer shall be under Contract of Service with a duration of (6) months and renewable subject to the assessment or evaluation and availability of funds.</p> <p>The engagement of the Finance Officer is full-time with a monthly salary of Twenty Four Thousand Two Hundred Twenty Four Pesos (P24,224.00) inclusive of tax to be paid bi-monthly.</p>
EDUCATION
<ul style="list-style-type: none">Bachelor of Science in Accountancy Graduate
SKILLS
<ul style="list-style-type: none">MS Office particularly MS Word and MS Excel Proficient
<u>Personal Qualities</u>
<ul style="list-style-type: none">Attention to detailsAccurate and detail orientedCritical/ Analytical ThinkingCollaboration/Working with othersProcess OrientationInformation/Data Records ManagementTime Management SkillsMust be willing to work overtime

TRAINING

- 8 hours of relevant training

EXPERIENCE

- Six (6) months of related work experience

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

THELMA T. VECINA, CESO IV**Officer-In-Charge**

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:

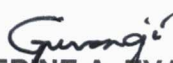
- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: September 10, 2018

Prepared by:


VEA LIANNE M. RAMOS
 HRM Unit Staff
 Date: 8/29/18

Approved for posting:


GENEDINE A. EVANGELISTA
 Chief, AFMD
 Date: 8/29/18

WEB POSTING CONFIRMATION SLIP

Title of the document: Workforce Publication for Finance Officer (Accountant I)

Date & time posted:

Web Administrator:

Signature above printed name