



WORKFORCE PUBLICATION FORM

Date of Posting: August 30, 2018

The Local Government Academy is in need of a **Finance Officer (Accountant II)** 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/source agency' requirements;Coordinate with DILG counterpart/implementing partners;Consolidate and reconcile financial reports of LGA;Prepare bank reconciliation statements, withholding tax remittances, and journal entry vouchers for donor/source agency' accounts;Assist in the communication preparation, AOM/NS/ND. Reply/ies with the Commission on Audit and;Perform 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 Thirty One Thousand Seven Hundred Sixty Five Pesos (P31,765.00) 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

Personal Qualities

- Attention to details
- Accurate and detail oriented
- Critical/ Analytical Thinking
- Collaboration/Working with others
- Process Orientation
- Information/Data Records Management
- Time Management Skills
- Must be willing to work overtime

TRAINING

- 24 hours of relevant training

EXPERIENCE

- One(1) year of related work experience as Accountant

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

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