



WORKFORCE PUBLICATION FORM

Date of Posting: July 13, 2018

The Local Government Academy is in need of a **Finance Officer for AECID Project** 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

- Accounting and auditing in Government Knowledgeable

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 Four Thousand Two Hundred Twenty Four Pesos (P24,224.00) inclusive of tax to be paid bi-monthly.

EDUCATION

- Bachelor of Science in Accountancy Graduate
- Certified Public Accountant (preferably)

SKILLS

- Knowledgeable in Government Accounting and Auditing

Personal Qualities

- Keen to details

TRAINING

- MS Office

EXPERIENCE

- One (1) year work experience

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

Deadline of Application: July 27, 2018

Prepared by:


VEA LIANNE M. RAMOS
HRM Unit Staff
Date: 07/13/18

Approved for posting:


GENEDINE A. EVANGELISTA
Chief, AFMD
Date: 07/13/18

WEB POSTING CONFIRMATION SLIP

Title of the document: Workforce Publication for Finance Officer (AECID Project) Position

Date & time posted:

Web Administrator:

Signature above printed name