



WORKFORCE PUBLICATION FORM

Date of Posting: March 22, 2018

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

SCOPE OF WORK
<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 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 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.
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Accounting and Auditing in Government Knowledgeable
ENGAGEMENT OF SERVICES
<p>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.</p> <p>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.</p>
EDUCATION
<ul style="list-style-type: none">• Bachelor of Science in Accountancy Graduate• Certified Public Accountant (preferably)
SKILLS
<ul style="list-style-type: none">• Keen to details
TRAINING
-
EXPERIENCE
<ul style="list-style-type: none">• 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:

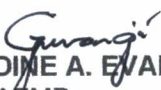
- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: April 2, 2018

Prepared by:


VEA LIANNE M. RAMOS
HRM Unit Staff
Date: 3/22/18

Approved for posting:


GENEDINE A. EVANGELISTA
Chief, AFMD
Date: 3/22/18

WEB POSTING CONFIRMATION SLIP	
Title of the document:	Workforce Publication for Finance Officer position under AFMD
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Web Administrator:	 <i>Signature above printed name</i>