



WORKFORCE PUBLICATION FORM

Date of Posting: September 4, 2019

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

SCOPE OF WORK

- Provide general accounting support to Accounting Section

SPECIFIC FUNCTIONS AND DUTIES

- Prepare bank reconciliation statements, withholding tax remittances, and journal entry vouchers donor/source agency' accounts;
- Assist the Accountant in the preparation of related financial statements and reports
- Process vouchers for payment

ENGAGEMENT OF SERVICES

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

The engagement of the Finance Officer is full-time with a monthly salary of Twenty Five Thousand Two Hundred Thirty Two Pesos (P25,232.00) inclusive of tax to be paid bi-monthly.

EDUCATION

- Bachelor of Science in Accountancy Graduate

SKILLS

- 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

- 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

Executive Director

DILG-Local Government Academy

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

Through:

VEA LIANNE M. RAMOS

OIC - HRMO

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 14, 2019

Prepared by:

VEA LIANNE M. RAMOS

OIC - HRMO

Date: 09/03/2019

Approved for posting:

GENEDINE A. EVANGELISTA

Chief, AFMD

Date: 09/03/2019

WEB POSTING CONFIRMATION SLIP

Title of the document:

Workforce Publication Form for Finance Officer I under Administrative, Financial and Management Division (AFMD)

Date & time posted:

Web Administrator:

Signature above printed name