

[NOV-0212819-07](#)

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less.

Our company is in need of a **Budget Assistant (Fixed-term)**

DUTIES AND RESPONSIBILITIES

1. Assists the preparation of the annual budget in accordance with the BCDA Budget Policy and Guidelines and existing laws, policies, and circulars;
2. Assists in the preparation of preliminary data needed in the preparation of monthly and/or quarterly budget reports with complete documentation particularly the Land Related Cost (LRC);
3. Maintains record on earmarked Purchased Request, PRF, and Complete Staff Work vs. Purchase orders and Contracts;
4. Maintains updated record on the budget utilization of all fixed-term and project-based employees;
5. Assist in controlling budget allotment per project/program/activities as input for the Budget officer and finance Manager in the preparation of Financial Management Report;
6. Prepares budget utilization updates needed by various departments;
7. Monitor the collection and related expenses relative to the implementation of the Common Usage Service Area (CUSA); and
8. Performs other related functions that may be assigned from time to time.

QUALIFICATION STANDARDS

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|--------------------------|---|
| Education | Bachelor's degree in Accountancy/ Business Administration major in Financial Accounting or other relevant fields of study |
| Experience | With relevant experience |
| Other Requirement | Knowledgeable in Microsoft Office application particularly Excel |

All interested applicants are requested to submit their Application Letter and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **08 March 2019** to:

THE SELECTION COMMITTEE

Attention: **Mr. Danny B. Latawan**, HR Manager
John Hay Management Corporation
Cottage 624, John Hay Special Economic Zone
Camp John Hay, Baguio City
Telephone No. (074) 444-5823
Or email us at: mgmt@jhmc.com.ph
Visit our website at: www.jhmc.com.ph

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