

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 hectare more or less.

Our company is in need of the following:

BUDGET ASSISTANT

Status of Employment: Fixed-term

- *Assist in the preparation on annual budget in accordance with the Bases Conversion Development Authority's (BCDA) Budget Policy and Guidelines and government existing laws, policies and circulars.*
- *Assist in the preparation of preliminary data needed in the preparation of monthly and/or quarterly budget reports with complete documentation particularly the Land Related Costs.*
- *Maintains records on embarked Purchase Request, Personnel Requisition Form and Complete Staff Work vs Purchase Orders, Job Order and Contracts.*
- *Maintains updated record on the budget utilization of all contractual employees and project based employees.*
- *Controls budget allotment per Projects/Programs/Activities as input for the Budget Officer and Finance Manager in the preparation of Financial Management Report.*
- *Perform other functions that may be assigned from time to time.*

QUALIFICATION STANDARDS:

Education	<i>Bachelor's Degree in Accountancy/Business Administration major in Financial Accounting</i>
Experience	<i>With experience/knowledge in government accounting and budget processes and recording.</i>
Other Requirement	<i>Knowledgeable in Microsoft Office applications particularly Excel.</i>

All interested applicants are requested to submit their Application Letter, Transcript of Records, and Comprehensive Resume with ID Picture indicating the position/s you are applying for on or before **27 April 2017** 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: jobs@jhmc.com.ph
danny.latawan@jhmc.com.ph
Visit our website at: www.jhmc.com.ph

Approved for External Posting by:

Mr. Allan R. Garcia
President and CEO

John Hay Management Corporation

a member of the BCDA Group



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