

[NOV-090721-25](#)

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, Job Level 8 (Php 678.20/day)**  
Status: **Fixed-term Employment**

### **DUTIES AND RESPONSIBILITIES:**

1. *Assists in the preparation of the annual budget in accordance with the BCDA's Budget Policy and Guidelines and government 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 especially on the report on Land Related Cost (LRC);*
3. *Maintains record on all disbursements funded under the Land Related Cost (LRC) and in charge of collating the Disbursement Vouchers with all its attachments and submits the same to the COA;*
4. *Prepare Schedule of Reimbursements funded under Land Related Cost (LRC) with all the necessary and required attachments for submission to Bases Conversion Development Authority (BCDA);*
5. *Maintains updated record on the budget utilization of all fixed-term and project-based employees;*
6. *Assists in monitoring budget allotment per PAP and per budget item as input for the Budget Officer and Finance Manager in the preparation of Financial Management Report;*
7. *Assists in monitoring the CUSA collection and expenses related thereto;*
8. *Prepares budget utilization updates needed by various departments, and*
9. *Performs other related functions that may be assigned from time to time.*

### **QUALIFICATION STANDARDS:**

<b>Education</b>	Bachelor's Degree in Accountancy/Business Administration major in Financial Accounting or other related fields of study
<b>Experience</b>	With relevant experience
<b>Other Requirement</b>	Knowledgeable in Microsoft Office applications particularly in Excel

All interested applicants are requested to submit their **Application Letter, Comprehensive Resume with Photo and Transcript of Records in PDF File (do not submit other documents not being requested) through our official email address** indicating the position you are applying for as the subject on or before **12 SEPTEMBER 2021** to:

### **THE SELECTION COMMITTEE**

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

### **EXTERNAL POSTING:**

Approved by:



**ALLAN RAZON GARCIA** 07-SEP-2021  
OPCEO-1559  
*President and CEO*