

[NOV-081723-027](#)

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**

Salary: **Job Level 9, PhP 833.04/day**

Status: **Fixed-term**

GENERAL 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 especially on the report on Land Related Cost (LRC);*
3. *Maintains record on all disbursements funded under the LRC;*
4. *Reproduce and scan all paid Disbursement Vouchers with complete supporting documents relative to LRC expenses;*
5. *Prepare Schedule of Disbursements funded under LRC, with all the necessary and required attachments, for submission to BCDA;*
6. *Maintains updated record on the budget utilization of all contractual employees and project based employees;*
7. *Assist 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;*
8. *Assist in monitoring the Historical Core, Regulatory & CUSA collection versus expenses related thereto;*
9. *Prepares budget utilization updates per program or expense account when needed by various departments; and*
10. *Performs other related functions that may be assigned from time to time.*

QUALIFICATION STANDARDS

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

All interested applicants are requested to submit their **Application Letter, Personal Data Sheet (CSC Downloadable form) 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 **21 August 2023** to:

THE SELECTION COMMITTEE

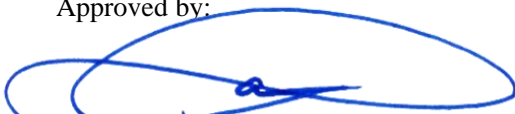
Attention: **Mr. Danny B. Latawan**, HR Manager

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

Visit our website at: www.jhmc.com.ph

Approved by:



ALLAN RAZON GARCIA 17-AUG 2023
OPCEO-2023-1588
President and CEO