

[HRD-NOV-2025-081](#)

15 May 2025

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 is in need of:

Position **FINANCE MANAGER**
 Employment Status **Plantilla**
 Salary **Job Grade 12, PhP 80,003.00**

Regular Allowances, Bonuses, and other Incentives (ABIs)	
1. Personal Economic Relief Allowance (PERA)	Php2,000.00/month
2. Representation Allowance	Php5,000.00/ month- based on actual days rendered
3. Transportation Allowance	Php5,000.00/ month- based on actual days rendered
4. Mid-Year Bonus	One (1) month salary
5. Year-End Bonus	One (1) month salary
6. Cash Gift	Php5,000.00 (annual)
7. Clothing Allowance	Php7,000.00 (annual)
8. Productivity Enhancement Incentive	Php5,000.00 (annual)
Security Service Contributions	
1. Social Security Service (SSS)	Based on prevailing SSS Contribution Schedule.
2. Home Mutual Development Fund (Pag-ibig)	Based on prevailing HMDF Contribution Schedule.
3. Philhealth	Based on prevailing Philhealth Contribution Schedule
4. Employees' Compensation (EC)	Based on prevailing EC Contribution Schedule
Leaves	
1. Vacation Leave	1.25 days/month
2. Sick Leave	1.25 days/month
3. Emergency Leave	3 days/year
4. Birthday Leave	1 day/year
5. Bereavement Leave	5 days/year
6. Wedding Anniversary Leave	1 day/year
7. Monetization of un-used vacation and Sick Leave	Based on salary rate.
8. Gynecological leave for women.	Paid leave.
9. Solo parent leave.	Paid leave
10. Maternity leave for women.	Based on salary rate.
11. Paternity leave for men.	Based on salary rate.

QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Accountancy, Commerce or Business Administration major in Accounting or Finance</i>
Experience	<i>At least 3 years experience in managerial position</i>
Training	<i>24 hours of training in management and supervision</i>
Other Requirement	<i>Certified Public Accountant Professional Regulatory Board/Board Accountancy Accredited by virtue of Professional Regulatory Board of Accountancy Resolution No 3, s. 2016</i>

The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law

JOB SUMMARY

Responsible for the direction, policy development, management and supervision of the various financial activities and functions of the department covering JHMC's financial reporting and recording, budgeting and financial monitoring, as well as treasury investments of the corporations.

GENERAL DUTIES AND RESPONSIBILITIES

- 1. Develops, recommend and implement policies, systems and procedures pertaining to the financial systems of JHMC.*
- 2. Continually evaluates the financial systems to ensure adequacy of controls.*
- 3. Assess the flow of financial transactions across the entire department for proper recording, smooth flow, and efficiency in operation.*
- 4. Monitor the financial status of the corporation based on financial plans and programs.*
- 5. Manage the preparation of financial reports to management and the Board, ensuring transparency, integrity and validity.*
- 6. Supervise the timely and accurate preparation of financial statements.*
- 7. Review and evaluate existing financial plan and program to ensure it sufficiently supports the direction and thrusts of the corporation.*
- 8. Validate inventory of company property and supervise reconciliation of variances.*
- 9. Prepare management actions/comments on COA audit observations.*
- 10. Performs other related functions as may be assigned from time to time.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 22 MAY 2025:**

1. Application letter
Addressed to the: President and CEO Manjit T. Singh Reandi
Attention: HR Officer Avigale C. Villanueva
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. **Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses and contact numbers**
6. Transcript of Records
7. Copies of Training Certificates (2024 – 2020)

For inquiries, please email: avigale.villanueva@jhmc.com.ph

LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED