

WE ARE HIRING BUDGET ASSISTANT

DEADLINE : 02 JUNE 2025

HRD-NOV-2025-094

Job Level 9, PhP 833.04/day
Fixed-term Employment

Qualification Standards

Education: *Bachelor's Degree in Accountancy/Business Administration major in Financial Management or other related fields of study*

Experience: *With relevant experience*

Training: *Relevant training is an advantage but not required*

Other Requirements: *Knowledgeable in MS Office applications particularly excel*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 02 JUNE 2025:**

1. Application letter
Addressed to the: President and CEO Manjit T. Singh Reandi
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)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Prepares Schedule of Reimbursements, with supporting documents such as copy of Disbursement Vouchers (DVs) with complete attachments, for all paid expenses subject for reimbursements from Bases Conversion Development Authority (BCDA).
2. Maintains updated record, along with a copy of all DVs with complete supporting documents, for all expenses funded under the Land Related Cost LRC).
3. Prepares updated financial reports relative to LRC expenses paid by John Hay Management Corporation (JHMC) and its status of budget releases from BCDA.
4. Assist in the preparation of annual budget proposal in accordance with the BCDA's Budget Policy and Guidelines and existing laws, policies and circulars.
5. 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 LRC.
6. Maintains updated record on the budget utilization of all fixed-term employees and project-based employees, and on the earmarked Purchase Request (PR), Personnel Requisition Form (PRF), or Completed Staff Work (CSW) versus Purchase Orders and Contract, on the utilities and BOD expenses.
7. Regularly updates the status of Registry of Budget, Utilization and Disbursements (RBUD).
8. Assists in monitoring revenue collections for the Historical Core, Regulatory Functions and Common Usage Service Area (CUSA) versus expenses related thereto (for Financial Management Report).
9. Performs other related functions that may be assigned from time to time.

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