



Administrative Officer II (Budget Officer I)

Salary Grade: 11

Item Number: PHILSAB-ADOF2-4-2020

Division: Finance Division

Minimum Qualification Standards:

Education: Bachelor's degree relevant to the job

Experience: None required

Training: None required

Eligibility: Career Service Professional / Second Level Eligibility

Duties and Responsibilities:

1. Report directly to the AOV and assist in maintaining the budget record or Line Item Budget of the various projects/units in order to provide timely and sound financial advice;
2. Review fiscal documents and accounts relating to disbursements of funds;
3. Assist in the preparation of the financial and work plan of all projects of the Agency;
4. Prepare Obligation Request and Status/Budget Utilization Request and Slip, Financial Accountability Reports, and other budgetary documents;
5. Assist in the coordination with the DBM and other oversight/government agencies;
6. Conduct relevant research on applicable budgetary rules, regulations and issuances ensure proper dissemination of outputs and any recommendations; and
7. Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational background:

- A graduate of Accountancy

Competencies:

- With working knowledge in the Philippine government budgeting and accounting process;
- Knowledgeable and familiar with government auditing standards; and
- Organized, demonstrate strong written and oral communication skills, and can work under pressure.



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