



## **Administrative Officer V (Budget Officer III)**

Salary Grade: 18

Item Number: PHILSAB-ADOF5-13-2020

Division: Finance Division

### **Minimum Qualification Standards:**

Education: Bachelor's degree relevant to the job

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

### **Duties and Responsibilities:**

- 1) Direct and manage the delivery of the budgeting functions through the preparation and submission of the budget proposal of the Agency;
- 2) Ensure the execution of the approved budget in order to meet the Agency's targets, paying attention to disbursement and financial targets;
- 3) Provide necessary information and perform an initial analysis of the Agency's financial performance;
- 4) Coordinate proactively with the Department of Budget and Management (DBM) with regard to the preparation, evaluation, and revisions of the budget of the Agency;
- 5) Promote through understanding of applicable budgetary rules, regulations, and issuances across the various units of the Agency towards facilitating better compliance;
- 6) Recommend steps in order to improve PhilSA's financial performance when necessary; 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:**

- Bachelor's degree in Accountancy, Financial Management, or other related courses

### **Experience and Training Background:**

- a. Budget and Planning Analysis
- b. Budget Execution and Control
- c. Government Auditing Standards
- d. Budget Preparation Process, Procedures and Systems
- e. Financial Project Management
- f. Science and Technology

### **Competencies:**

- a. Advanced knowledge of Microsoft Office Applications
- b. Organized and demonstrates strong written and oral communication skills
- c. Leadership competencies



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