



Administrative Assistant V

Status: Contract of Service

Monthly Salary: Php 32,400.00 (*inclusive of 20% premium*)

Item Number: COS-ADAS5-61

Division: Finance Division (Budget Section)

Qualifications:

Education: Bachelor's degree in Commerce/Business Administration Major in Accounting

Experience: Work experience in Philippine government budget process and financial management

Training: None required

Eligibility: None required

Competencies: -Knowledgeable on ISO 9001:2015
-Organized and demonstrate strong written and oral communication skills

Duties and Responsibilities:

Under the general supervision of the Chief Administrative Officer of Finance Division:

- 1) Assist in maintaining Budget Section's financial database such as Obligation Request and Status, Monitoring of Funds, Local and Foreign Travel Database, among others.
- 2) Assist in recording and routing of financial documents such as Fund Clearances, Processing of Claims and various PhilSA requests to oversight agencies.
- 3) Assist in monitoring and tracking of payment of claims to PhilSA Employees and external service providers.
- 4) Assist in coordination with the Department of Budget and Management (DBM), Commission on Audit (COA), and other oversight agencies on various financial matters within the Agency.
- 5) Assist in filing of financial records and contracts documents for safekeeping and proper maintenance.
- 6) Perform other functions as maybe assigned from time to time by the Division Chief and/or immediate supervisor.



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