



Republic of the Philippines  
Office of the President  
**Philippine Space Agency**



## Finance Associate II

Status: Contract of Service

Monthly Salary: Php 34,214.00 (*inclusive of 20% premium*)

Item Code: COS-FINA2-129

Division: Finance Division

### Required Qualifications:

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

Experience: Work experience in the Philippine government accounting process, taxation, and financial management

Training: None required

Eligibility: None required

Competencies:

- Proficient in MS Excel
- Organized and demonstrates strong written and oral communication skills

### Duties and Responsibilities:

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

1. Assists in maintaining and updating the Budget Section's various financial databases.
2. Assists in recording and routing of financial documents.
3. Assists in monitoring and tracking of payment of claims to various PhilSA internal and external stakeholders.
4. Assists in coordination with the Department of Budget and Management (DBM), Commission on Audit (COA), and other oversight agencies on various financial matters of the Agency.
5. Assists in filing financial records and contract documents for safekeeping and proper maintenance.
6. Performs other functions as may be assigned from time to time by the Division Chief and/or immediate supervisor.



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<https://bit.ly/COS-FINA-129>