

DEPARTMENT OF FOREIGN AFFAIRS

Job Vacancies

DFA Consular Office - NCR Central

Administrative Officer IV* (Financial Analyst)

Salary Grade: 15 (Php 33,575.00)

Number of Vacant Position: One (1)

Office Location: 1st Floor Lingkod Pinoy Center

Robinsons Galleria West Lane Edsa cor. Ortigas
Avenue, Pasig City

Minimum Qualifications:

- ❖ Filipino citizen;
- ❖ Bachelor's degree relevant to the job;
- ❖ Civil Service (Professional)/Second Level Eligibility or PRC license (Accountant);
- ❖ One (1) year of relevant work experience;
- ❖ Completion of four (4) hours of relevant training;
- ❖ Resident or willing to relocate to Pasig;
- ❖ Strong knowledge of MS Excel, MS Word;
- ❖ Responsible and diligent in the required work;
- ❖ Excellent interpersonal skills to be able to deal pleasantly, accurately and swiftly with the public and consular office staff – in person, email, and on the phone;
- ❖ Demonstrate sound work ethics

General Functions of the Position:

- ❖ Responsible for preparing financial statements and payroll of personnel, maintaining cash controls, and managing office financial operations;
- ❖ Perform finance work within rules and regulations set by the DFA, DBM and COA;
- ❖ Maintain the different books of accounts for all funds;
- ❖ Analyze all accountability reports submitted;
- ❖ Reconcile the balances of accounts for all funds at the DFA CO level;
- ❖ Monitor allocation of funds as well as compliance to the notices of suspensions or disallowances issued to the DFA CO;
- ❖ Review Disbursement Vouchers and accountability reports for submission to the Commission on Audit (COA); and
- ❖ Conduct physical inventory and purchasing of office equipment and supplies together with the Property Officer.

* This position is not eligible for foreign assignment.

Interested applicants are requested to submit in **PDF** format the following documentary requirements via **email** at **hrmo.recruitment@dfa.gov.ph** and write in the subject line **Application for Financial Analyst in CO – NCR Central (Pasig)**:

- Duly accomplished DFA application form and Work Experience Sheet (downloadable at <https://dfa.gov.ph/images/2020/Forms/DF A-Application-Form-Rev2.pdf>)
- and <https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>
- Updated resumé with colored photo
- Photocopy of professional or second level civil service eligibility
- Photocopy of transcript of records **AND** diploma (if unavailable a Certificate of Graduation will suffice)
- Photocopy/ies of relevant training certificates;
- Valid NBI clearance (or proof of renewal or new application)

Certificate/s of Good Moral Character from current/previous employer or school, whichever is applicable, may be required by HRMO during the selection process.

DFA implements equal employment opportunity for Persons with Disability in accordance with RA 10524 (An Act Expanding the Positions Reserved for Persons with Disability, amending for the purpose RA 7277, as amended, otherwise known as the Magna Carta for PWDs).

Incomplete submission of documents will not be accepted/processed.

Most Qualified applicants will be invited for a pen-and-paper test and interview at the email address indicated in their application form.

Deadline of submission of application is on 30 June 2021 at 5:00 P.M.