



NOTICE OF CONTRACT OF SERVICE VACANCY November 19, 2024

Position Title : **One (1) Financial Analyst - Contract of Service**

Contract Duration : **Actual Start Date until March 31, 2025**

Salary : **PHP 46,095.60 per month**

Project : **PIDS In-House Project titled "Administrative Support to All PIDS Projects"**

Qualifications:

- Bachelor's degree relevant to the scope of work
- Four (4) hours of relevant training
- One (1) year of relevant experience
- Passed the Certified Public Accountants Licensure Exam (RA 1080)
- With work experience in Government Accounting, Taxation and Financial Management
- Knowledgeable and familiar with government auditing standards
- Organized and demonstrate strong written and oral communication skills.

Scope of Work:

The COS worker, under the direct supervision of the Division Chief of the Accounting and Control Division, shall undertake the following tasks/activities:

1. Check the completeness of documents and prepare the disbursement voucher and tax certificate if any.
2. Maintain up-to-date records of all processed disbursement vouchers and tax certificates.
3. Verify budget of cash advances upon requests of FTO/LTO/SO.
4. Check the completeness of the documents of liquidation submitted and monitor the submission within the reglementary period.
5. Maintain up-to-date records of the processed cash advances and monitoring of liquidation in compliance with the reglementary period as prescribed by the oversight agencies.
6. Assist in the preparation of a summary of tax deductions and tax certificates of the contract of service (COS) payroll.
7. Perform other related tasks that may be assigned by the Division Chief, or the Admin and Finance Department Manager.

Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC
- Optional



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3. Performance Evaluation from the last rating period
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates
7. Transcript of Records
8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <https://recruitment.pids.gov.ph/>. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **November 26, 2024**