



For Immediate Hiring

The ***Finance and Administrative Division (FAD)*** of the Philippine Council for Industry, Energy, Emerging Technology Research, and Development (PCIEERD) is looking for a result-driven, analytical, detail-oriented and resourceful individual to fill the vacancy for:

Accountant III (anticipated vacancy)

Permanent - PCIEERDB-A3-4-2010

SG 19 – Php 51,357.00

Qualification:

- Eligibility: RA 1080 (CPA) **(without this eligibility, application will not be processed);**
- Bachelor's degree in commerce/Business Administration major in Accounting;
- With (8) eight hours of relevant training;
- With (2) two years of relevant experience;
- Experience in government office is an advantage;
- Results-oriented, analytical and capable of working under pressure with minimum supervision;
- With excellent oral and written communication skills, as well as interpersonal and presentation;
- Capable of leading and implementing changes in the division.

Job Description:

- Implements financial policies, supervises a group of personnel who perform related works;
- Advises management on financial matters, prepares and submits financial reports, and maintains basic and subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing accounting and auditing rules;
- Reviews vouchers, checks, payrolls journals and other financial reports and statements requiring the signature of the Chief of the Division;
- Certifies to the correctness of vouchers, journals, bills, financial statements and other reports to the extent authorized by the Chief of the Division;
- Reviews work of lower level personnel for consistency and conformity to the standards and guidelines in accounting and auditing rules as well as other criteria set by the management;
- Performs other duties of a regular or special nature as assigned.

Competencies:

Leadership Competencies: Leading and Managing Change, Thinking Strategically, Enabling Other;

Core Competencies: Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;

Functional Competencies: Planning, Organizing and Programming; Building Collaborative Working Relationships; Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making;

Technical Competencies: Technical Competencies: Organizational Performance Management, Budget Management, Accounting, Cash Management, Procurement Management, Property and Supplies Management, HR Administration (ComPen Ben, Talent Acquisition, Employee Relations, Learning & Development).

PCIEERD encourages interested applicants including persons with disability (PWD), members of the indigenous communities and any sexual orientation and gender identities to submit scanned/soft copies of the following documents to hr@pcieerd.dost.gov.ph on or before **May 4, 2024;**

- Fully accomplished Personal Data Sheet (PDS; CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating in the last rating period;
- Certificate of Eligibility/rating/license;
- Transcript of Records and Diploma;
- Summary of trainings/seminars/workshops attended;
- Updated Resume; and
- Application Letter addressed to:

DR. ENRICO C. PARINGIT

Executive Director

Please indicate the position **Accountant III** and division **(FAD)** as the subject of your email. Qualified applicants will be contacted, so please check your e-mail and keep your lines open. ***Applications with incomplete documents will not be processed.***