

Position Title: Budget Officer II

Mode of engagement: JOB ORDER

Monthly salary: 29,010 (SG 15)

Qualification Standards:

Education: Bachelor's Degree relevant to the job – Business Administration, Accounting, Finance, and other related courses

Experience: At least 2 years working experience in budget preparation and monitoring for a National Government Agency

Training: At least 4 hours training related to budgeting

Duties & Responsibilities:

1. Monitors and controls the utilization of funds of the Project Management Office;
2. Participates in the preparation and consolidation of the annual budget and work and financial plan;
3. Analyzes budgetary request of offices/units;
4. Prepares information materials necessary in the conduct of internal budget consultations of offices/units;
5. Provides technical assistance on budgetary matters to operating units;
6. Prepares routine communications and regular financial reports;
7. Attends meetings and coordinates with OTC Main Office, DOTr, DBM, and other relevant government agencies regarding budget concerns;
8. Performs other related functions.