



Department of Environment and Natural Resources
Natural Resources Development Corporation
9th Flr., DENR by the Bay Building, 1515 Roxas Blvd., Ermita, Manila
Tel. No. 8521-9421 / 8521-9455
Website: <http://nrdc.denr.gov.ph> Email: records.nrdc@gmail.com

FINANCIAL MANAGEMENT ADVISER
Php42,821.00 (monthly rate)

Duties and Responsibilities

1. Assist in developing and setting up financial systems, processes, and operating standards (e.g., billing and collection, budget preparation and monitoring, payments processing, etc.) and in monitoring compliance.
2. Assist in developing and implementing quality control and internal control measures to ensure accurate recording and fair presentation of financial transactions.
3. Assist in ensuring compliance with generally accepted accounting and auditing standards and applicable government rules and regulations;
4. Assist in the timely and quality preparation of financial statements, tax reports, and other reports/required for submission to the management, the Board, partners, and other government agencies;
5. Assist in preparing reports, memoranda, presentations, and other documents/communications on financial matters;
6. Assist in monitoring and analyzing the financial performance/health of the Corporation;
7. Assist in addressing audit observations issued by the unqualified audit report.

Qualification Standards

Education/Eligibility: Bachelor's Degree in Accountancy, Certified Public Accountant

Experience: with atleast 4 years of relevant experience, preferably with experience in management a team

Training: 8 hours of relevant training

Please send the following requirements to recruitment.nrdc@gmail.com

1. Application Letter addressed to:

*The Officer-In-Charge
Natural Resources Development Corporation
9th Flr, 1515 DENR by the Bay Building, Ermita, Manila*

2. Resume
3. Personal Data Sheet