



URGENT JOB OPPORTUNITY

The Southeast Asian Regional Center for Graduate Study and Research in Agriculture (SEARCA) invites qualified applicants for a contracted position.

SEARCA is in urgent need of a **Financial Assistant** who will assist in the European Commission funded project “Focused-Food Production Assistance for Vulnerable Sectors (FPAVAS).”

The applicant should be a College Graduate in BSC-Accounting, BS Accountancy, with at least one (1) year of relevant experience in Accounting.

REQUIRED COMPETENCIES

- Knowledge of the basic financial accounting principles and bookkeeping
- Excellent analytical skills
- Highly proficient in accounts reconciliation, modification and enhancement of reconciliation processes
- Proficient in the basic application and implications of tax principles
- Good oral and written communication, interpersonal, and client orientation skills
- Proficient in computer software applications (word processing, spreadsheets, database, search engines)

Interested applicants should send application letter and comprehensive resumé with details of work experience, academic records, recent 1 x 1 photo, and references (at least three with full contact details) not later than **10 February 2010** to: Head, Human Resource Management Unit, SEARCA, College, Los Baños, Laguna, 4031 or email to jobs@agri.searca.org . Only short-listed applicants will be notified. For more information on SEARCA, please refer to www.searca.org