



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

TEAM LEADER (ACCOUNT MANAGEMENT GROUP)

DUTIES AND RESPONSIBILITIES

1. Supervise and manage AOs and AAs to ensure business targets are met.
2. Ensure achievement of personal portfolio and business development targets in addition to overseeing AO targets.
3. Monitor loan approvals, risk assessments, and compliance with company policies.
4. Conduct performance reviews and training sessions for staff development.
5. Develop marketing, credit evaluation, loan documentation, and collection strategies for unit performance improvement.
6. Ensure adherence to credit policies and regulatory requirements.
7. Assist in high-value client negotiations and approvals.

QUALIFICATION STANDARDS

- **Education:** Bachelor's degree in Finance, Business Economics, or a related field.
- **Experience:** Minimum 7 years in financial services, with 3+ years in a leadership role.
- **Skills:** Leadership, portfolio management, financial analysis, and client acquisition.
- **Training Requirements:** 32 hours annually in Leadership Development, Portfolio Risk Management, and Compliance Training.

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.



LBP LEASING AND FINANCE CORPORATION
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ACCOUNT ASSISTANT (CREDIT ANALYSIS)

DUTIES AND RESPONSIBILITIES

1. Conduct financial analysis and credit assessments for loan applications.
2. Ensure loan risk evaluations align with company policy.
3. Prepare detailed risk analysis reports for loan-decision making.
4. Maintain accuracy and compliance in credit risk evaluation.
5. Collaborate with Account Officers to validate financial information.

QUALIFICATION STANDARDS

- **Education:** Bachelor's degree in Finance, Accounting, or Economics.
- **Experience:** 3 years in financial analysis or credit assessment.
- **Skills:** Financial modeling, risk assessment, and credit evaluation.
- **Training Requirements:** 20 hours annually in Risk Assessment & Financial Analysis.

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.



LBP LEASING AND FINANCE CORPORATION
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ACCOUNT ASSISTANT (LOAN DOCUMENTATION AND AVAILMENT)

DUTIES AND RESPONSIBILITIES

1. Prepare and verify loan agreements and compliance documents.
2. Coordinate with clients to ensure timely loan availment.
3. Monitor and maintain proper documentation for loan processing.
4. Ensure compliance with regulatory and legal requirements.
5. Work closely with Credit Analysis Assistants for accurate document processing.

QUALIFICATION STANDARDS

- **Education:** Bachelor's degree in Finance, Business, or Legal Studies.
- **Experience:** 2 years in loan processing or documentation.
- **Training Requirements:** 16 hours annually in Regulatory Compliance & Loan Processing.

Please note that the salary rate and level of the position may differ depending on the qualifications of the candidate.



LBP LEASING AND FINANCE CORPORATION
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ACCOUNT ASSISTANT (COLLECTION AND RECOVERY)

DUTIES AND RESPONSIBILITIES

1. Prepare and verify loan agreements and compliance documents.
2. Coordinates with clients to ensure timely loan availment.
3. Monitor and maintain proper documentation for loan processing.
4. Ensure compliance with regulatory and legal requirements.
5. Work closely with Credit Analysis Assistants for accurate document processing.

QUALIFICATION STANDARDS

- **Education:** Bachelor's degree in Finance, Business, or Legal Studies.
- **Experience:** 2 years in loan processing or documentation.
- **Training Requirements:** 16 hours annually in Regulatory Compliance & Loan Processing.

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LBP LEASING AND FINANCE CORPORATION
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ACCOUNT ASSISTANT (MARKETING)

DUTIES AND RESPONSIBILITIES

1. Assist AOs in identifying and profiling potential clients and maintaining lead tracking databases.
2. Coordinate client meetings, follow-ups, and business presentations.
3. Prepare loan proposals, executive summaries, and supporting documents for client applications.
4. Ensure that all marketing materials and reports are up-to-date and properly documented.
5. Monitor and track sales pipelines, client engagements, and conversion rates.
6. Conduct basic industry research to identify market trends and business opportunities.
7. Work closely with Credit Analysis Assistants and Loan Documentation Assistants to ensure smooth processing of applications.

QUALIFICATION STANDARDS

- **Education:** Bachelor's degree in Business Administration, Marketing, Finance, or a related field.
- **Experience:** Minimum 1-2 years of experience in marketing, sales support, or financial services.
- **Skills:** Strong communication skills, client relationship management, proficiency in Microsoft Office & CRM tools, data analysis, and business writing.
- **Training Requirements:** 16 hours annually in Marketing Strategies, Sales Development, and Financial Services Training.

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LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

EXECUTIVE ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Schedule and coordinate daily, weekly and monthly meetings and appointments.
2. Serve as liaison officer between management and staff of both internal and external groups and units.
3. Answer phone calls and directs all incoming calls to the appropriate party promptly and efficiently.
4. Sort and distribute incoming mail, prepares and transcribes correspondences and sends and receives electronic mails.
5. Attend meetings and takes minutes of the meeting.
6. Organize and maintain a filing system for records, reports and other documents.
7. Maintain office supplies inventory records and orders supplies as necessary.
8. Review and summarize miscellaneous reports and documents.
9. Analyze and resolve office administrative situations and problems.
10. Arrange travel schedules and reservations for management and staff as needed.
11. Perform client services functions and provides assistance and information to the general public.
12. Perform other tasks as may be assigned by the President or other officers from time to time.

QUALIFICATION STANDARDS

- Graduate of any four-year course with good scholastic records
- Preferably with at least 6 months related work experience
- Proficient with word processing & spreadsheet
- Good written and oral communication skills
- Basic information and records administration skills
- Basic knowledge in Office administration principles
- Basic knowledge in Principles of planning and organizing

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LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

HEAD – ACCOUNTING UNIT (ASSISTANT MANAGER)

DUTIES AND RESPONSIBILITIES

1. Supervise, plan, direct, organize, and control the performance of the functions of the Accounting Unit under the general supervision of the Head-Corporate Services Group;
2. Responsible for making occasional significant decisions within the Accounting Unit to ensure the effective and efficient performance of the Unit's functions and within the limits of established policies and procedures;
3. Ensure the accurate and timely preparation of financial reports;
4. Ensure the effective and for the preparation of the annual Corporate Operating Budget and monitoring and periodic reporting of the budget utilization;
5. Ensure accurate and timely computation and payment of taxes;
6. Prepare annual analysis of income tax of the Corporation and recommendation for the methods of income tax to be used in the succeeding year
7. Ensure timely and accurate preparation and submission of all financial and other accounting-related reports to all government regulatory agencies and offices;
8. Ensure timely and proper recording of all financial transactions and completeness and maintenance of accounting records and documents;
9. Ensure the efficient performance of the duties and responsibilities of the Accounting Unit personnel and conduct/prepare periodic performance evaluation of Accounting personnel;
10. Check, verify, certify documents, reports and schedules prepared and submitted for financial data recording and audit;
11. Certify the periodic reportorial requirements required by the Bangko Sentral ng Pilipinas and the Securities and Exchange Commission.
12. Coordinate and handle the discussions/deliberations on the findings and assessments rendered by the Commission on Audit, the Bureau of Internal Revenue, the Bangko Sentral ng Pilipinas and other regulatory agencies/parties;
13. Certify to the correctness of vouchers, bills, statement of accounts, trial balances, budget estimates; financial statements and other financial documents;
14. Prepare analysis of reports;
15. Formulate and recommend policies, systems and procedures and the adoption of a work program for the effective management and supervision of the Accounting Unit.
16. Perform other functions as may be assigned from time to time.



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

QUALIFICATION STANDARDS

- Certified Public Accountant
- Preferably with MBA units or degree
- With four (4) years of relevant work experience including at least 1 year in a supervisory capacity
- With at least 24 hours of relevant training
- Critical analytical and problem-solving skills
- Identifying and formulating policy improvements ability
- Knowledgeable in PFRS and Philippine taxation
- Knowledgeable in Pertinent Issuances of regulatory agencies

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LBP LEASING AND FINANCE CORPORATION
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CREDIT ASSISTANT

DUTIES AND RESPONSIBILITIES

1. Provide administrative support for the requirements of the unit.
2. Prepare/Update appraisal and credit investigation folders of clients.
3. Monitor clients/account for appraisal and credit investigation.
4. Assist CIs/Appraisers on the preparation of reports.
5. Perform other functions as maybe assigned by the Account Servicing Group Head and or other higher authorities.

QUALIFICATION STANDARDS

- Graduate of Business, Engineering, Economics or any relevant four-year course
- With at least 6 months of relevant work experience preferably with a bank or financial institution

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LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

LEGAL OFFICER

DUTIES AND RESPONSIBILITIES

1. Under the general supervision of the President, plan, organize, direct, supervise and coordinate the functions of the Legal Services Unit & Remedial Account Management Unit the LBP Leasing and Finance Corporation such as, but not limited to, ensuring the legal sufficiency of all company transactions and providing legal services to all the units / groups in the Corporation.
2. File and prosecute cases and other judicial or extra-judicial proceedings arising from the following, among others:
3. Default or non-payment by lessees/borrowers on their lease, loans and other credit accommodations;
4. Breach of contract with the Corporation; and
5. Criminal cases such as violations of B.P. 22, estafa and chattel mortgage law.
6. Act as counsel in suits filed against the corporation, or its officers and employees for acts done in the course of the performance of their official functions and duties.
7. Handle all other cases filed by or against the Corporation in special courts, quasi-judicial and other administrative bodies, commissions, or agencies.
8. Provide legal advice to the Management, the Board of Directors, and its Committees.
9. Prepare and review documents as to legal sufficiency.
10. Prepare legal researches and opinions.
11. Periodically undertake the review of Legal Manual, proposed revisions and refinements thereon, as deemed necessary;
12. Ensure the Office's compliance with mandatory reporting and other reporting requirements to regulators and other agencies/offices;
13. Monitor the performance of all OLC personnel and prepare periodic performance evaluation of OLC personnel;
14. Participate in the regular tasks of the Management Committee, the Credit Committee; the Bids and Awards Committee and other Committees where the Head-Office of the Legal Counsel is an ex-officio Member;
15. Perform the Secretariat function for the Executive Committee
16. Perform other functions as maybe assigned by higher authorities.



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

QUALIFICATION STANDARDS

- Member of the Philippine Bar
- Has been in the actual legal profession for at least 5 years prior to appointment or have held during the like period, any position requiring the qualifications of a lawyer
- With at least 3 years of work experience in supervisory or managerial capacity
- Preferably with at least 16 hours of relevant training

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LBP LEASING AND FINANCE CORPORATION
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AUDITOR II

DUTIES AND RESPONSIBILITIES

1. Participate in the identification of risk and controls in place to business units operations being audited.
2. Perform audit procedures and programs to processes/units under review
3. Prepare comment sheets, summary of findings and proposed recommendations for review and approval of the Head of Internal Audit.
4. Conduct the Internal audit program on MLPP
5. Prepare timely reports on the results of the review to the Internal Audit Head
6. Conduct follow-up audits to monitor management's interventions and compliance
7. Ensure continuous knowledge development on rules, regulations, best practices, tools, techniques and performance standards
8. Assist in the supervision and the performance monitoring of the Auditor I
9. Perform other functions as may be assigned by higher authorities

QUALIFICATION STANDARDS:

- Certified Public Accountant
- Preferably BOA-accredited
- With at least three (3) years of relevant work experience
- With at least 16 hours of relevant training
- Proficient in oral and written communications
- Knowledgeable in PFRS and Philippine taxation
- Knowledgeable in Pertinent Issuances of regulatory agencies

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