

Terms of Reference (TOR)

Job Title	:	Finance Analyst I
Office Station	:	RPCO-Finance
Nature of Job	:	Office and Fieldwork
Reporting Responsibilities	:	PRDP Finance Focal
Job Type	:	Consultancy
Monthly Salary	:	P35,000.00

Background:

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

JOB DESCRIPTION:

The Finance Analyst I for RPCO-10 will provide financial support services to the Project's implementation and capacity –strengthening activities for the PRDP..He/She will be directly under the supervision of the Finance Component Head and Accounting Unit Head

DUTIES AND RESPONSIBILITIES

- 1 Ensure that program funds are properly accounted and reported on time;
- 2 Assist in the drafting of Work and Financial Plan (WFP) for RPCO;
- 3 Assist in the consolidation WFP submitted by component and unit heads;
- 4 Assist in the preparation of Quarterly Statement of Sources and Application of Fund (Interim Financial Report) for WB submission;
- 5 Maintain subsidiary records of the receipts and disbursement of funds;
- 6 Prepare monthly Bank Reconciliation Statement (BRS) for program accounts;

- 7 Assist in the preparation of Monthly SRE and Report of Disbursement for submission to COA and PSO;
- 8 Maintain logbook of earmarking of Procurement Request (PRs); Obligation Request Slip (ORS) and Disbursements.
- 9 Prepare Journal Entry Voucher (JEV)
- 10 Prepare remittance list
- 11 Assist in the monitoring of LGU's liquidation reports
- 12 Perform other functions as may be directed by the RPCO Coordinator and/or Finance Component Head

EXPECTED OUTPUT

1. Work and Financial Plan drafted
2. Subsidiary records maintained
3. SSAF/Interim Financial Reports/Monthly Reports submitted
4. Bank reconciliation prepared
5. SRE and RD /liquidation reports prepared
6. Logbook maintained/status report prepared
7. JEV prepared
8. Remittance list prepared
9. LGU's monitored and reports collected

QUALIFICATIONS

Educational Attainment:

- ❖ Degree in Accountancy, Business Administration, Public Finance Management or related fields.

Experience

- ❖ Two Years (2) experience in government accounting

Other Qualifications:

- ❖ With 40 hours relevant training
- ❖ Proficient in Microsoft applications
- ❖ Familiarity with institutional, technical, and commercial aspects of accounting with PRDP or any multilateral financial institutions (e.g World Bank)
- ❖ Proven skills (leadership, citations and awards)