

Terms of Reference (TOR)

JOB TITLE	:	(1)FINANCIAL ANALYSTS II
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to RPCO-Finance Unit Head
JOB TYPE	:	Consultancy
Nature of Job	:	Office and Fieldwork
MONTHLY SALARY	:	Php 40,000.00

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 II forRPCO-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

- 1 Ensure that program funds are properly accounted and reported on time;
- 2 Assist Maintain subsidiary records of the receipts and disbursement of funds
- 3 Review and endorse the request of LGU for the release of funds;
- 4 Review Statement of Receipts and Expenditures (SRE) and submits SRE to PSO;
- 5 Consolidate SRE of LGU and submits to PSO;
- 6 Conduct financial monitoring re: fund transfer and liquidations of LGUs;
- 7 Assist in the monitoring and maintain records of fund release of PSO to LGUs;
- 8 Assist in the provision of technical assistance to LGUs relative to financial matters
9. Assist in the conduct of financial management training ;
10. Perform other functions as may be directed by the RPCO Coordinator and/or Finance Component Head/and or Accountant

EXPECTED OUTPUT

1. Request for releases of funds reviewed and endorsed to PSO
2. SRE reviewed
3. Consolidated SRE submitted
4. LGU's monitored and Liquidation Reports collected
5. Technical assistance rendered.
6. Financial Trainings assisted
7. Records of fund release and liquidation reports maintained

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)

