

TERMS OF REFERENCE (TOR)

Financial Analyst I

- 1 Assists in the preparation of monthly Statement of Expenditures (SOE);
- 2 Assists in the preparation of monthly Statement of Receipts and Expenditures (SRE) for submission to COA Auditor for audit;
- 3 Assists in the preparation of Annual Statement of Sources and Application of Funds for submission to COA Auditor for audit;
- 4 Assists in the preparation of monthly Bank Reconciliation Statement (BRS);
- 5 Assists in the preparation of monthly consolidated SRE and SSAF;
- 6 Assists in the review of SRE and SSAF submitted by PSO and/or RPCO;
- 7 Assists in the monitoring of disbursements of NPCO, PSOs and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed; revise and update such schedules if necessary;
- 8 Assists in the conduct of financial planning and forecasting;
- 9 Assists in the monitoring and maintaining of records of fund release to PSOs and RPCOs;
- 10 Assists in the preparation of annual and overall budget plan of PRDP;
- 11 Assists in the conduct of financial management training;
- 12 Maintain logbook of Earmarking of Procurement Requests (PRs) and Obligation Requests (OBRs) and monitor its status
- 13 Performs other functions as may be directed by the Program Director and/or supervisor from time to time;

Required Qualifications

The **Financial Analyst I** must have a degree in public administration, business administration, organizational development, public finance management or related fields. He/she must have knowledge of the financial management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g., World Bank) as well as of the institutional, technical, and commercial aspects of financial management. Experience in WB- assisted projects is an advantage.