Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

**Philippine Rural Development Project**

Project Support Office (PSO) Visayas Cluster

3rd Flr. Evangeline Bldg., R. Colina St., Ibabao-Estancia

Mandaue City, Cebu 6014

Tel Nos (032) 349-2824/2826

Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

**FINANCIAL ANALYST I – Budget**

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**OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The **Financial Analyst I – Budget** will report directly to the Budget Specialist. The individual to be hired will be engaged to provide services, inputs and support to the Project’s implementation and capacity-strengthening activities for the PRDP.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Coordinates with the Finance Unit and assists in the preparation and consolidation of the Project Support Office Visayas Cluster Annual Physical and Financial Plan;
2. Coordinates with the Finance Unit and assists in the preparation and consolidation of the Project Support Office Visayas Cluster Monthly Disbursement Program for the Loan Proceeds and GOP Counterpart;
3. Maintains and updates daily the Registry of Allotment and Obligations for Maintenance and Other Operating Expense and Capital Outlay;
4. Processes and records daily Obligation Request and earmarked Purchase Request;
5. Prepares the monthly and annual Status of Fund Report of the Project Support Office Visayas Cluster;
6. Prepares the quarterly and annual Budget and Financial Accountability Reports;
7. Follow-ups payments and prepares the List of Not Yet Due and Demandable;
8. Prepares the finance presentation materials during meeting and trainings;
9. Coordinates with the procurement unit and assists in the preparation of the Project Procurement Management Plan;
10. Coordinates and follow–ups with Accounting unit all PRDP vouchers;
11. Performs other task as may be directed by the Project/Deputy Project Director or immediate supervisor.

**REQUIRED QUALIFICATIONS**

1. **Education:**

Must be an Accounting graduate. May also be a graduate of related fields such as public administration, business administration, organizational development and public finance management. A CPA is an advantage.

1. **Experience/Skills:**
   * + 1. Must have at least two (2) years of demonstrated work experience in the Finance & Accounting department Budget Section/agency;
       2. Must have knowledge of the accounting 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 accounting.
       3. Experienced in WB-assisted projects is an advantage;
       4. Willing to render overtime services if necessary; and
       5. Can work independently with less supervision.

**APPROVED:**

**REMELYN R. RECOTER, MNSA. CESO III**

Regional Executive Director, DA-RFO VI/

Project Director