



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Project Support Director

TERMS OF REFERENCE
Financial Analyst II

I. Background

- A. Philippine Rural Development Project (PRDP)** is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Financial Analyst II**. 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.

SCOPE OF WORKS:

Under the supervision of the PSO South Luzon (Luzon B) Director and NPCO Finance Unit Head, the Finance Analyst II will be engaged on the following specific tasks.

SPECIFIC TASKS:

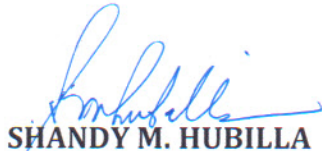
1. Assists in the monthly preparation of Statement of Expenditures (SOE);
2. Assists in the monthly preparation of Statement of Receipts and Expenditures (SRE) for submission to COA for Auditor ;
3. Assists in the preparation of Annual Statement of Sources and Application of Funds for audit by COA;
4. Prepares 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 RPCOs;
7. Assists in the preparation of the Annual Consolidated Financial Report for audit and issuance of COA Audit Certificate;
8. Assist in the preparation of Interim Financial Reports (IFR) for submission to World Bank;
9. Assists in the monitoring of disbursements of PSO South Luzon (Luzon B) and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
10. Assists in the preparation/consolidation of the annual financial report of PRDP;
11. Assists to ensure that accounting system lends itself to immediate and easy access;
12. Assists in the conduct of financial planning and forecasting;
13. Assists in the conduct of establishing a system of internal control;
14. Assists in the review and recommend for approval the disbursements and withdrawal applications for Statement of Expenditures (SOEs);
15. Reviews liquidation reports and supporting documents submitted by PSO South Luzon (Luzon B) and RPCOs;
16. Assists in the monitoring and maintaining of records for fund releases and expenditures of PSO South Luzon (Luzon B) and RPCOs;
17. Reviews and consolidates the SOE submitted by the RPCOs;
18. Assists in the conduct of financial management training and served as resource person;
19. Perform other functions as may be directed by the PSO South Luzon (Luzon B) Project Director and/or supervisor from time to time;

Required Qualifications

- B.S. degree degree in public administration, business administration, organizational development, and public finance management or related fields.
- He/she must have at least three (3) years of demonstrated work experience as a financial analyst; and
- He/she must have good 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.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com and directed to:



SHANDY M. HUBILLA

Director, Luzon B Project Support Office
Philippine Rural Development Project
2nd Floor ITCAF Building, Dept. of Agriculture
Elliptical Road, Diliman, Quezon City
Tel. No. 294-9102/294-3136

Noted by:



ARNEL V. DE MESA

National Deputy Project Director, PRDP
Project