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

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**TERMS OF REFERENCE (TOR)**

**FOR**

**FINANCIAL ANALYST I – Accounting**

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

The **Financial Analyst I – Accounting** will report directly to the Finance Unit Head. 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. Receives, processes all financial claims submitted to accounting for payment;
2. Checks/verifies supporting documents to disbursement vouchers as to completeness and propriety of claims;
3. Processes liquidation of cash advances and submits the same to COA for issuance of corresponding Credit Notice;
4. Prepares accounting entries on the disbursement voucher;
5. Prepares remittances to BIR, PhilHealth and HDMF;
6. Prepares list of Due and Demandable Accounts Payable Advise to Debit Account (LDDAP-ADA) for approved financial claims;
7. Assists in the preparation of Journal Entry Vouchers (JEV) and Journals;
8. Assists in the monitoring and maintenance of records on fund releases to RPCOs;
9. Assists in the preparation of financial reports (Trial Balance, Financial Statements, supporting schedules);
10. Controls Cash Allocations; and
11. Performs other functions as may be directed by the Unit Head and the Project/ Deputy Project Director.

**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/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