



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 6, Iloilo City
Philippine Rural Development Project
Regional Project Coordinating Office 6
Telephone No: (033) 3374063
Email: rpco6@yahoo.com

TERMS OF REFERENCE

FOR

FINANCIAL ANALYST - LGU

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The **Financial Analyst – LGU** 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 & RESPONSIBILITIES

1. Provides technical assistance to LGUs regarding financial management and recommends solutions to problems, should there be any;
2. Monitors and maintains records of Fund Releases to LGUs;
3. Ensures completeness of the Implementation Management Agreement (IMA) and the required disbursement schedules prescribed by the World Bank, NPCO and PSO.
4. Ensures and facilitates the submission of monthly reports of all LGUs prescribed by the World Bank, NPCO and PSO;
5. Reviews and monitors liquidation reports submitted by LGUs of RPCO6 Sub-projects.
6. Receives and processes all financial claims for Certification of Availability of Funds (CAF).
7. Receives, processes and indexes all financial claims submitted to accounting for payment;
8. Assists in the conduct of Financial Management Trainings and may serve as Resource Person;
9. Controls cash allocations;
10. Checks paid vouchers against Reports of Checks Issued (RCI);
11. Checks all source documents for preparation of accounting entries;
12. Checks Official Receipts and Deposit Slips against Report of Collections and Deposits;
13. Assists in monitoring of Disbursements of RPCO6;
14. Prepares and facilitates incentives/honorarium of organic staff of RPCO 6 and RPAB members;
15. Assists in the preparation of Monthly Disbursements Report, Budget and Financial Accountability Reports and other reports as requested by COA and other agencies;
16. Performs other functions as may be directed by higher authorities.