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**

**PROJECT DEVELOPMENT ASSOCIATE (PDA) – FINANCE & ACCOUNTING**

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

The PRDP would like to invite the services of individual for the position of **Finance/Accounting PDA** for **PSO-Visayas Cluster.** 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 and indexes all financial claims submitted to accounting for payment;
2. Assists in the preparation of remittances to BIR, Philhealth and HDMF and remits the same;
3. Assists in the preparation of List of Due and Demandable Accounts Payable Advise to Debit Account (LDDAP-ADA) for approved financial claims;
4. Assists in the liquidation of cash advances processing;
5. Assists in checking all source documents for preparation of accounting entries;
6. Assists in checking paid vouchers against Report of Checks Issued;
7. Assists in checking Official Receipts and Deposit Slips against Report of Collections and Deposits;
8. Assists in the preparation of Journal Entry Vouchers and Journals;
9. Assists in the preparation monthly Bank Reconciliation Statements (BRS);
10. Assists in the monitoring of Disbursements of PSOs and RPCOs;
11. Assists in the monitoring and the maintenance of records of Fund Release to RPCOS and LGUS;
12. Assists in the preparation of Financial Reports (Trial Balance, Financial Statements, and supporting Schedules);
13. Assists in the preparation of Monthly Disbursements Report, Budget and Financial Accountability Reports and other Reports as requested by COA and other agencies;
14. Assists in the coordination of meetings and trainings of the Finance & Accounting Unit and ensures that participants are well informed of the schedule and requirements of the event.
15. Arranges unit meetings by developing itineraries and agenda;
16. Prepares and conducts administrative work for the Unit (maintains schedule of activities and travel schedules, prepares Travel Orders, liquidation of cash advances for TEVs);
17. Assists in the facilitation of communications to NPCO, PSO & RPCOs;
18. Encodes documents and reports;
19. Assists in the maintenance of data base and filing of documents;
20. Performs other functions as may be directed by the Finance Unit Head and the Project/ Deputy Project Director.

**REQUIRED QUALIFICATION**

1. **Education/Skills and Experience** 
   * + 1. Must have a degree in Accounting, Finance or any related fields such as public administration, business administration, organizational development, public finance management;
       2. He/she must have at least one (1) year of demonstrated work experience in the Finance/Accounting department/agency;
       3. He/she 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;
       4. Experienced in WB-assisted projects is an advantage;
       5. Willing to render overtime services if necessary; and
       6. Can work independently with less supervision.

**APPROVED:**

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

Regional Executive Director, DA-RFO VI/

Project Director