

TERMS OF REFERENCE (TOR)

FOR

Business Development Officer on Finance

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **Business Development Officer (Finance)**. The main role of the Business Development Officer on Finance is to take the lead in providing technical assistance through coaching and mentoring of the RPCOs in all financial management related concerns of the enterprise.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Assists in identifying the required investment requirements for the proposed enterprise;
2. Assists in the preparation of the enterprise budget;
3. Assists in the preparation of the enterprise financial statements;
4. Provides assistance in the preparation of the required financial analysis and financial ratios of the enterprise financial statements;
5. Assists in the technical review/evaluation of business plan and financial projections;
6. Assists in finalizing and packaging of the business plans;
7. Set-up the enterprise financial management system and cascade this to the RPCOs/PPMIUs and the PGs;
8. Assists in complying the comments and recommendations of the business plan reviewers;
9. Assists in facilitating Training Workshop on Financial Management and Installation of the Book of Accounts of the Proponent Group (PGs);
10. Assist the Component Head in the validation of the proponent groups and enterprise business model;
11. Participates in strategic planning, monitoring and evaluation of I-REAP activities; and
12. Performs other duties that may be required from time to time as may be directed by the Component Head and Project/Deputy Project Director.

REQUIRED QUALIFICATIONS

A. Education

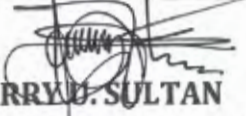
A graduate of Bachelor's degree in Accountancy, Business Administration major in Finance, Agribusiness, Agricultural Economics, and other related fields. Preferably Certified Public Accountant (CPA).

B. Job Experience Skills and Knowledge

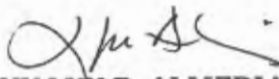
1. At least two (2) years' experience in any or combination of the following: financial management, cost accounting, bookkeeping, financial audit, preparation of financial analysis, financial statements, computation of financial ratios, feasibility study preparation, business plan preparation, project proposal writing, project development;
2. Skill in using financial analysis using computer programs/software;
3. Strong analytical and operational knowledge of agribusiness

4. preferably, has experience working with PLGUs, producer groups and SMEs;
5. with considerable knowledge in at least two agriculture-industry related subsectors / commodities;
6. with strong analytical and operational knowledge in agribusiness;
7. with strong interpersonal skills;
8. has the ability to communicate effectively, both orally and written, can work independently and as part of the team with minimum supervision, and work effectively with co-workers, partner agencies and the private sector;
9. with advance proficiency in MS word, excel and PowerPoint.


Prepared by:


LARRY D. SULTAN
I-REAP Component Head

Recommending Approval:


JENNY LYN R. ALMERIA, PhD
RPCO 8, Deputy Project Director

Approved:


U-NICHOLS A. MANALO
OIC-Regional Executive Director /
PRDP RPCO 8, Project Director