**TERMS OF REFERENCE (TOR)**

For

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**PROJECT DEVELOPMENT ASSOCIATE (PDA)**

**FOR FINANCE UNIT**

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

The PDA for Finance to be hired will report under the direct supervision of the Finance Unit to provide services, inputs and support to the Project’s implementation.

**JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES**

1. Prepares and type checks, and corresponding RCI (Report of Checks Issued) for PRDP accounts;
2. Updates daily the Control of Cash of PRDP Accounts and Balances with Accounting and Bank Records;
3. Prepares daily the corresponding Cash Book Records and Balances;
4. Keeps and maintains Cash Book Records for safekeeping and for future references;
5. Prepares and checks documents for the paid vouchers for submission to Accounting Unit (accounting and auditing files)and;
6. Receives processes and indexes all financial claims submitted to accounting for payment;
7. Assists in the preparation of remittances to BIR, Philhealth and HDMF and remits the same;
8. Assists in checking paid vouchers against Report of Checks Issued;
9. Assists in checking official Receipts and Deposits Slip against Report of Collections and Deposits;
10. Assists in the preparation of Journal Entry Vouchers and Journals;
11. Assists in the preparation monthly Bank Reconciliation Statements (BRS);
12. Assists in the monitoring of Disbursements of RPCOs;
13. Assists in the monitoring and the maintenance of records of Fund Release to RPCOs and LGUs;
14. Performs other functions as maybe directed by the Deputy Project Director and/or supervisor from time to time.

**REQUIRED QUALIFICATION**

1. Education

A graduate of any four (4) year course, preferably any Business course.

1. Skills/Experiences
2. With knowledge and experience of the cashiering processes and procedures;
3. Computer literate with knowledge in Microsoft Office;
4. With skill and ability to manage multiple tasks simultaneously;
5. Can work independently and must be result-oriented.

**JOB LOCATION: Regional Project Coordination Office 6 – Iloilo City**

**Recommending Approval:**

**MANUEL O. OLANDAY**

**RPCO 6 Deputy Project Director and**

**Regional Technical Director**

**Approved by:**

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

**Regional Executive Director**

**PRDP Project Director**

**PSO - Visayas Cluster**