



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Philippine Rural Development Project  
**Project Support Office (PSO) Visayas Cluster**  
2<sup>nd</sup> Flr. Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City  
Tel. Nos.: (033)323-5442/323-5495  
Email: [psovisayas@gmail.com](mailto:psovisayas@gmail.com)

## **TERMS OF REFERENCE (TOR)**

### **FOR**

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### **FINANCIAL ANALYST II - ACCOUNTING**

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

The **Financial Analyst II - 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. Checks paid vouchers against Report of Checks Issued (RCI) and post the disbursement into the Check Disbursements Journal;
2. Checks official receipts and Deposit Slips against Report of Collections and Deposits and post the same into the Cash Receipts Journal;
3. Prepares Monthly Bank Reconciliation Statements (BRS);
4. Maintain and update Books of Accounts including subsidiary ledgers;
5. Provides aging of receivables;
6. Prepares Monthly Statement of Expenditures (SOE);
7. Assists in the preparation of Interim Financial Reports (IFR);
8. Assists in the conduct of financial planning and forecasting;
9. Prepares Withdrawal Applications for submission to the World Bank;
10. Assists in the conduct of establishing efficient internal control system;
11. Prepares Financial Reports (Trial Balance, Income Statement, Balance Sheet, etc.);
12. Sees to it that required financial reports are prepared and submitted on time; and
13. Performs other functions as may be directed by the Unit Head and the Project/ Deputy Project Director.

## REQUIRED QUALIFICATIONS

### A. Education:

Must be an Accounting graduate, a Certified Public Accountant is an advantage. May also be a graduate of related fields such as public administration, business administration, organizational development and public finance management.

### B. 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

*For and in behalf of the Project Director:*

**ENGR. JOSE ALBERT A. BARROGO**  
Deputy Project Director

