



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Philippine Rural Development Project  
**Project Support Office (PSO) Visayas Cluster**  
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## **TERMS OF REFERENCE (TOR)**

### **FOR**

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### **FINANCIAL ANALYST II - FINANCE**

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

The **Financial Analyst II - Finance** 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. Reviews SRE and SSAF submitted by RPCOs and LGUs;
2. Prepares Annual State of Sources and Application of Funds (SSAF) of PSO-Visayas;
3. Prepares Monthly Statement of Expenditures (SOE), Consolidated SRE, SOE and SSAF;
4. Prepares Annual Consolidated Financial Report for submission to COA and issuance of COA Audit Certificate;
5. Assists in the conduct of Financial Management Training and may serve as Resource Person;
6. Provides technical assistance to RPCOs and LGUs regarding financial management and recommend solutions to problems, should there be any;
7. Assists in the preparation of financial plan and disbursement schedules;
8. Observes compliance to disbursement schedules prescribed by the World Bank and NPCO;
9. Prepares/Consolidates Annual Financial Reports of PRDP;
10. Assists in the conduct of financial planning and forecasting;
11. Reviews liquidation reports with supporting documents submitted by RPCOs and LGUs;
12. Assists in the conduct of establishing efficient internal control system;
13. Maintains records on fund releases to LGUs and prepares reports on aging of fund releases to I-REAP sub-projects; and
14. Performs other functions as may be directed by the Unit Head and 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

A handwritten signature in black ink, appearing to read 'J. Barrogo', is written over a large, hand-drawn oval. The signature is positioned to the right of the printed name and title.