



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

TERMS OF REFERENCE (TOR)

FOR

FINANCIAL ANALYST I - Finance

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The **Financial Analyst I - 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. Receives, processes all financial claims submitted to accounting for payment;
2. Checks/verifies supporting documents to disbursement vouchers as to completeness and propriety of claims;
3. Processes liquidation of cash advances and submits the same to COA for issuance of corresponding Credit Notice;
4. Prepares accounting entries on the disbursement voucher;
5. Prepares Monthly Statement of Receipts and Expenditures (SRE) of PSO-Visayas;
6. Prepares Work and Financial Plan (WFP) for PSO-Visayas;
7. Assists in the monitoring of Disbursements of PSO-Visayas and RPCOs;
8. Assists in the monitoring and maintenance of records on fund releases to LGUs;
9. Assists in the preparation of financial reports (Trial Balance, Financial Statements, supporting schedules); and
10. 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. May also be a graduate of related fields such as public administration, business administration, organizational development and public finance management.

B. Experience/Skills:

C. 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 Project Director:

ENGR. JOSE ALBERT A. BARROGO
Deputy Project Director

