



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
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TERMS OF REFERENCE (TOR)

for

LGU FINANCE SUPERVISOR

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **LGU Finance Supervisor** of the I-SUPPORT Component. The of **LGU Finance Supervisor** will be engaged to provide services, inputs and support to the implementation and capacity-strengthening activities for the Philippine Rural Development Project. He/She shall ensure that tasks are delivered in a timely, efficient and effective manner.

A. JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Monitors and maintains records and fund releases to LGUs through the RPCOs;
2. Reviews LGU request for fund release and its supporting documents as well as the liquidation reports related thereto;
3. Conducts follow up with the RPCOs the submission of reports required from the LGUs;
4. Reviews and consolidates the report submitted by RPCOs and LGUs;
5. Supervises the accounts of RPCOs, and LGUs;
6. Provides technical assistance to RPCOs and LGUs on matters of financial management of Project funds;
7. Analyzes the financial reports for the sub-projects to determine the aging of the unliquidated advances and unbilled works;
8. Acts as resource person during workshops and meeting relative to Local Government Finance matters;
9. Conduct periodic meeting with the RPCO finance focal person, or as directed by the Project Director/Deputy Project Director, wherever deemed fit/necessary;
10. Provides recommendation on the problems encountered by the RPCOs and LGUs concerning financial management, budgeting and forecasting;
11. Conducts follow up with the RPCOs the submission of reports required from the LGUs;
12. Monitors and maintains liquidation reports and supporting documents submitted by RPCOs and Local Government Units (LGUs);
13. Monitors the fund balance of RPCOs and LGUs;
14. Performs other duties as may be directed by the Project/Deputy Director.

B. Education:

Bachelor's Degree in Accountancy, Public Administration, Business Administration, Organizational Development, Public Finance Management, or related fields. Preferably a Certified Public Accountant (CPA).

C. Experience/ Job Skills/Knowledge

1. Minimum of five (5) years of demonstrated work experience as a budget or finance management specialist;
2. Have a good knowledge of the budgetary and financial management policies and procedures of the Government of the Philippines, Multilateral Financial Institutions (e.g. World Bank);
3. Experienced in World Bank/Foreign assisted projects is an advantage;
4. Attended at least 48 hours relevant trainings;
5. Proficient in written and oral communications;
6. Knowledgeable of the procurement guidelines of the WB and RA 9184;
7. Computer literate with high proficiency in MS Word, Excel and Power Point.
8. Ability to work with stakeholders on multiple levels including non-government organizations, people's organization, donors, media groups, religious groups and local government units;
9. Has proven organizational skill and ability to manage multiple tasks simultaneously;
10. Can work independently and is result oriented; and
11. Willing to travel extensively within the island cluster assignment most of the time or even on a short notice.

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

