



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office VII

DA-RFO 7 Complex, Highway Maguikay
Mandaue City 6014, Cebu
Email: prdprco7@gmail.com
Enabling Communities, Expanding Communities

TERMS OF REFERENCE (TOR)

FOR

FINANCE ANALYST I - LGU FINANCE

DUTIES AND RESPONSIBILITIES:

Reporting directly to the Finance Unit Head and will be likewise be reporting to the Project Director and in close coordination with the Deputy Project Director. The Finance Analyst I is expected to carry out the following task related to financial management particularly on subproject implementation.

1. Assists in the preparation of monthly Statement of Receipts and Expenditures (SRE) and Statement of Expenditures of PSO;
2. Monitors and maintain records of fund releases to RPCOs and LGUs;
3. Assists in the preparation of annual Statement of Sources and Application of Funds (SSAF);
4. Assists in the review of SRE and SSAF submitted by LGUs;
5. Assists in the monitoring of disbursement of LGUs and ensure that the disbursement is in accordance with Implementation (WFP);
6. Assists in the preparation of financing plan and disbursement schedules;
7. Assist in the reviews liquidation reports and supporting documents submitted by the RPCOs and LGUs;
8. Assists in the conduct of financial planning and forecasting;
9. Assists in the monitoring and maintaining of records of fund release to RPCOs and LGUs;
10. Assists in the conduct of financial management training; and
11. Performs other functions as may be directed by the Project Director and/or Supervisor from time to time.

REQUIRED EDUCATION AND QUALIFICATION:

A. Education and Relevant Experiences:

1. The Finance Analyst I must have degree in accountancy, public administration, business administration, organizational development, public finance management or related fields;
2. He/she must have at least one (1) year of demonstrated work experience as a finance analyst; and must have knowledge of the financial management 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 aspect of financial management.





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3. Experience in WB-assisted projects is an advantage.

B. Knowledge, Competencies and Skills:

1. Knowledge of the financial management 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 financial management;
2. Experience in WB-assisted projects is an advantage.
3. Proficiency in computer skills (Microsoft Office);
4. Communicate effectively orally and in writing;
5. Team Player;
6. Able to work under pressure; and
7. Willing to travel if necessary.

OFFICIAL WORK STATION:

PRDP RPCO 7, DA-RFO 7 Complex, Highway Maguikay, Mandaue City

Prepared by:

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Administrative Unit Head, PRDP RPCO 7

Approved by:

DIR. CIRILO N. NAMOC, ASEAN Engr.
OIC-Regional Executive Director, DA-RFO 7 &
Acting Project Director, PRDP-RPCO 7

