

Terms of Reference

Financial Management Specialist

OBJECTIVE & RATIONALE

Project Management Unit (PMU), PTEG intends to hire an experienced and qualified professional for the position of ‘**Financial Management Specialist (FMS)**’ to manage the financial management matters of the project. FMS will lead a team of about 2-3 professional staff in managing the project’s financial management matters. FMS will provide overall financial oversight including developing, guiding and directing financial management and accounting systems. S/he will be responsible to maintain adequate financial management system and generate timely financial reports for decision making. FMS will ensure compliance with the financial management provisions of the legal agreement between the Government of Pakistan and the World Bank.

SPECIFIC TASKS AND RESPONSIBILITIES

General Management and Leadership

- Liaise with the World Bank on all aspects of project’s financial management.
- Conduct trainings for the project staff on the importance of financial management and educating staff on financial responsibilities.
- Keep abreast the PMU with the latest developments and issues in project’s financial management and provide suggestion to the best possible option.
- Assist the Procurement Specialist in designing job descriptions for staff in Finance team and selection of suitable applicants, when needed.
- Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government.
- Maintain liaison with the bank where the assignment account is opened or to be opened.
- Participate in Project Steering Committee meetings and activities; assist/advise the Project Director in all financial matters as and when required.

Budgeting and Planning

- Assist Project Director in preparation of annual work plans; and on the basis of which prepare annual Cash Plans.
- Assist Project Director, by all means, in the approval of annual work plan from the Project Steering Committee.
- In accordance with Government of Punjab budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan and timely submit to Planning and Development Department for inclusion in Annual Development Pplan of the relevant year and also to Project Steering Committee.
- Upload annual budget on National FMIS/ SAP; compare actual performance against the budget and underline weak performing areas for attention of Project Director.
- Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project in line with project’s procurement plan and Work Plan/Cash Plan.

Funds Management

- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.

- Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Expenditure/Payment Processing

- Ensure compliance with internal control framework (*Operations Manual, SOPs and the Bank's fiduciary guidelines etc.*) and government rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that procurable items are entered in STEP, and No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Prepare request for payment and forward to Project Director for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded Project Director's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts (*both in Pak Rupees and US\$*) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.
- Maintain PIFRA SAP R/3 (National FMIS) software to be implemented at the project.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.

- Prepare and process monthly project payroll and submit to Project Director for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- Prepare quarterly financial reports and submit to Project Director and Bank in a timely fashion for review and approval.
- Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘ Financial Reporting under Cash Basis of Accounting’.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate CAR in decision-making process.
- Ensure that all government financial reporting requirements are complied with:
 - a. specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - b. Schedule of Cheque to be prepared, submitted to Project Director for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director.
 - d. Prepare Grant Disbursement Estimates (Budget and Revised) on EAD format and submit to Project Director for onward submission to EAD on annual basis.

Audit

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaison as focal person for conducting internal audit activity.
- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of

information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units in settling audit observations.

- Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.

QUALIFICATION AND EXPERIENCE

- Nationally/ internationally recognized Professional accounting qualification/certification (ACA/ACMA/ACCA/CPA); or Masters Degree in Finance and Accounting e.g. MBA (Finance), MS Finance; M.Com;
- 8 years' relevant post-qualification experience in financial management, audit or accounts, after acquiring stipulated qualifications.
- Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff.
- **Communication Skills:** Well developed written and oral communication skills.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances and stress. Works and lives with a flexible, adaptable and resilient manner.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of government and the Bank policies and procedures
- Command on English and Urdu desirable

REPORTING

FMS shall report to the Project Director. It is recognized that activities may undergo with frequent changes in a view of dynamic environment and implementation operational & ground realities. Therefore, the FMS is expected to be flexible and adapt to requirement of process.

SPECIAL TERMS AND CONDITIONS/SPECIFIC CRITERIA

Market based competitive salary on qualification and experience will be offered to the successful candidate.