

## **Terms of Reference**

### **Finance Assistant**

#### **Background**

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million. The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

#### **Objectives:**

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

#### **Major Responsibilities:**

Assist Financial Management Specialist in the achievement of financial related targets:

- Assist in preparation of Interim Financial Reports (IFR's), Financial statements on IPSAS, Cash Plan, Organization Annual Budget Plan and other requisite reporting mandatory in public sector organizations and World Bank
- Preparation & Updating of Monthly Progress report (MPR) on SMDP.
- Preparation of Finance department case which mainly includes release of funds, re-appropriation of funds, advance withdrawals of funds and excess & surrenders.
- Act as the Withholding agent of the organization and ensure submission of tax deductions on timely basis.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analyzing the financial information for monitoring the projects progress.
- Prepare supplementary record which provides timely and up-to-date financial information of civil works and consultancies.
- Responsible for Timely Reconciliation of accounts with AG office, Finance, treasury etc.
- Undertake any other task assigned by the competent Authority

#### **Qualification & Experience:**

- Master's Degree in Business Administration, Finance, Management or related field from a reputed, HEC recognized national or international university.
  - At least 3 years of work experience in Public Sector.
  - Proficiency in financial spreadsheet modeling and well conversant with Public Sector financial matters.
  - Excellent IT & Communication skills.
  - Prior experience of working in government department/Foreign aided project in the field Finance / Accounts is highly desirable.
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