

Terms of References

Job title: **Finance Officer**

Background:

The Finance Officer is required to assist the FMS of PIU IFRAP Component-1 project funded by World Bank.

Purpose:

The incumbent Provide assistance in maintaining financial accounts through an effective & efficient approach.

Responsibilities:

1. Processing/Checking of claims regarding procurement, salary, allowances etc. for availability of budget and sanction of the competent authority and entries in requisite appropriation register and books
2. Preparation, maintenance and completion of Ledger Accounts
3. Carry out reconciliation with Banks and other concerned units on monthly basis
4. Posting and balancing of Ledgers of Project of all receipts & expenditures
5. Preparation of Trial Balance on monthly basis of all Accounts
6. Maintenance of accounts/ Ledgers etc for all sub-projects to come under the projections
7. Preparation of monthly expenditure statement of other Funds if added from any source
8. Preparation of monthly and annual accounts of receipts and payments of any of finances.
9. Safe custody of all the books and records of finance and account of project accounts
10. Reconciliation of receipts and expenditure with World Bank Releases / National Bank of Pakistan and other nominated banks
11. Maintaining petty cash and any system of PIU, liaison with bank withdrawal of cash amount
12. Preparing CPV (Cash Payment Voucher), BPV (Bank Payment Voucher) and record transactions accordingly
13. Maintaining petty cash ledger
14. Maintaining Cash Book (Cash Register) of all bank payments date wise
15. Preparing monthly statement of account, Income Tax Returns and submitting to FBR & Balochistan Revenue Authority.
16. Monitor and support taxation issues. preparing of Income Tax, Sales Tax & Salary Tax from NBP officials
17. Preparing & submitting schedule of cheques to Bank
18. Ensuring accurate cash count on weekly basis & monthly closing of ledgers
19. Preparing supporting documents related to AG Office & monthly submit to AG Office.

Requirements:

Qualification & Experience:

- MBA-Finance/Accounts/Banking, B.Com / M.Com, BBA or a related discipline, relevant experience and progressive professional achievement in relevant fields may substitute academic qualification.

- Have 5 years of relevant experience and more specifically in the context of Similar region
- Very good understanding of government and donor funded projects functioning and protocols
- Should have strong communication and problem solving skills
- Proven ability to work in a collaborative and team environment

Skills:

- Able to computerize all the financial systems of the PIU with the assistance of system for finance management
- Knowledge of fund accounting, procurement and financial management of donor funded projects
- At least three years' experience managing funds for development projects
- Pro-active financial manager with risk assessment aptitude
- High level of reliability, objectivity and honesty
- Ability to work under pressure and under difficult conditions
- Excellent English and Urdu communication skills required; knowledge of local languages a plus
- Willing to travel to the field project sites for financial monitoring of the projects
- Report writing and computer skills

Salary and Benefits

A market-based competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Time frame of Consultancy

The services of the officer will be required full-time for the entire life of the project. However, the continuity of the contract will be subject to satisfactory performance by the consultant.

Selection Process:

The officer will be selected in accordance with the procedures set out for IFRAP Component-1 Project.