

Terms of Reference for Position of Director Finance

Overall Job Objective:

To contribute in the effective implementation of the Accelerated Action Plan by strengthening the financial management within the Task Force Secretariat and the Sectoral hubs; and to manage finances of the Project and GOS stipulated guidelines and rules/regulations.

Objectives of the Assignment:

The Director Finance shall assist the Program Coordinator Nutrition in managing the finances of the Project and AAP effectively and efficiently in compliance with the agreed reporting protocols with the Government of Sindh. The Director Finance shall develop all financial management tools/systems and will ensure the implementation thereof, so as to facilitate managerial decisions and to ensure effective financial management of funds. This would require close coordination and communication with all stakeholders, external consultants and field staff (if any).

Scope of work

The scope of work is intended to describe the general nature and level of work to be performed by the Director Finance . Accordingly, the duties and responsibilities could be summarized as follows:

1. Financial management of AAP
 - a. Study the documents related to AAP and in consultation with relevant departments, review the costing.
 - b. Regularly visit implementing departments and help set up a financial management team in each department for preparing budgets, execution reports and monitoring of budget spending related to AAP.
 - c. Prepare simple guidelines for budgeting, reporting and fund flow for AAP and prepare a training plan to train relevant officials in each department.
 - d. Establish a help – desk for officials of the departments who require help with FM matters related to AAP.

2. Planning and Budgeting

- a. Closely liaise with officials in departments to ensure that AAP funding is ensured in preparing annual budget estimates.
- b. Explore possibility of preparing a program budget for nutrition related and sensitive funding.
- c. Prepare annual work plan and budget for AAP secretariat including for the activities to be funded as TA from the revolving fund account.
- d. Maintenance of budget records, preparation and processing of revised budget documents preparation of budget re-appropriation requests and presentation to relevant authority for approval.

3. Internal Controls

- a. Prepare a Financial Management Manual for AAP Secretariat which should be compliant with the Sindh Government Financial Rules.
- b. Manage and be the custodian of all project assets and funds;
- c. Apply pre-audit checks on all payments to the service providers before disbursement out of the project's funds
- d. Manage financial aspects of the contracts under administration, including payment terms, purchase orders, variation orders;
- e. Ensure compliance with all prevailing statutory laws including Income Tax and Sales Tax Laws
- f. Prepare management briefs on the basis of financial reports that highlight variance, achievements and also provide recommendations to improve performance;
- g. Organize on perpetual basis physical verification of project's fixed assets including food supplement and micronutrient inventories and their reconciliation with the records;

4. Accounting and Reporting

- a. Ensure that MIS enables preparation of IUFRs through the country wide SAP system. Maintain and update the project financial management system to track and report on project resources and expenditures, and generate the necessary reports on timely basis including monthly bank reconciliation statements of all bank accounts of the Project.

5. External and Internal Audit

- a. Support AAP Secretariat in engaging services of and an independent internal audit firm
- b. Facilitate the external auditors and responds adequately and in timely manners to audit queries;
- c. Make arrangements for audit of project funds and ensure that audited financial statements and audit report along with auditor's management letter in compliance with the Financial Rules,

6. Any other task assigned by the Program Coordinator Nutrition.

Qualifications

MBA or MS in public Financial Management/Finance/Accounting or related discipline recognized from HEC or CA/ACCA//CFA/ICMA

Experience

- At least 08' Years or above relevant, successful and verifiable experience of financial management of development projects /donor funding project /public Sector.
- Should have extensive knowledge of government Financial Management Systems.
- Knowledge about Government of Sindh Financial Management Rules.

Skills

- Strong Financial Modeling , transactional Handling and corporate Documentation
- Good command of MS Office.
- Strong analytical and personal skills

Contract Period

The duration of service of Director Finance shall be for One (01) year and contract may be extended further on need-cum performance basis.