

Terms and Reference- Senior Finance Officer (PS 5)

Qualification and Experience

Bachelor's Degree in the relevant field recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field or having obtained a certificate of proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 05 years' experience in the required area of specialization

Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 6, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 10 years' experience in the required area of specialization

Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 5, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 15 years' experience in the required area of specialization

Terms of Reference

- Assists in preparation of cash forecast, recurrent and capital expenditure budget
- Assists in detailed variance analysis
- Assists in compliance with Government regulations
- Assists in the preparation of final financial accounts
- Supports the Finance Manager and Accountant with all financial monitoring systems
- Assists in budget monitoring and preparation of monthly expenditure and allocation report
- Assist Procurement Specialist/Procurement Officers where it is necessary
- Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB/AIIB and the Government
- Ensures accuracy of all financial documents and data entry
- Monitor advance payment settlements
- Ensures the timely disbursement of funds for project implementation
- Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
- Assists in providing financial information required by all stakeholders including auditors
- Assists in providing necessary schedules and documents for reprogramming activities
- Close collaboration with relevant departments of the Ministry of Finance and the Ministry of Health
- Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds
- Support Finance Manager/Accountant in finalization of annual accounts of the project
- Coordinate with Health System Enhancement Project staff
- Any other tasks designated by the Project Director which may arise out of the course of business