

Terms of Reference

Deputy Manager (Finance)

Job Summary

The Deputy Manager (Finance) will be responsible for the overall control and management of programme budgets and expenditure as well as the maintenance of office accounting system. Further responsibilities include preparing Annual Work Plan Budget (AWPB), preparing periodic financial reports and ad-hoc reports in the IFAD and GoSL financial management system. S/he reports to the Programme Director.

Duties and Responsibilities

A. General

1. Develop and maintain an efficient accounting system and related procedures and guidelines for implementing, record keeping and reporting the financial transactions.
2. Responsible for the overall management and maintenance of the Accounting System (TOMPRO) up to date and accurately.
3. Preparation of AWPB in consultation with FM and all other SAPP divisional heads.
4. Ensure all day to day financial transactions are carried out smoothly and effectively.
5. Responsible for the monitoring and supervising the Fuel & PD's cash imprests and in addition as the custodian of petty cash imprest at Finance division.
6. Submit printouts of all journals from the system to Internal Auditor with supporting documents for verification to ensure the accuracy of financial reports generated by the system.
7. Generate periodic reports and provide to Programme Director and the PMU Management Team which enable them to identify variances from AWPB and to take necessary corrective action and the current status of the Programme.
8. Ensure preservation of all financial transactions in the original form, electronically and scanned form.
9. Supervise and coordinate the work of staff placed under his/her direct authority.
10. Review regularly the accounting system and ensure the proper recording of accounting system and procedures (Accounting Manual).

B. Financial Reporting

1. Responsible for generating relevant timely and accurate reports from the system for the Management, LPA, NSC and IFAD. (AWPB, Withdrawal Applications, AWPB monthly progress, SAPP progress, Quarterly Financial reports, Interim Financial Statements, Annual Financial Statements and other ad -hoc financial reports requested by relevant authorities.)
2. Provide financial reports and information where necessary to carryout audits, missions and other assignments.

C. Financial Systems & Controls

1. Responsible for implementing adequate systems and procedures for sound budgetary control and reporting so that cumulative status of fund utilization by category-wise, component-wise and financier-wise etc. can be obtained at any given time.
2. Ensuring adequate procedures are implemented for identifying the financial impact of changing circumstances and revising the approved budget for same.
3. Ensuring that there are adequate controls over PMU Fixed Assets and Cash & Bank Balances are protected and utilized in an efficient and effective manner.
4. Corporate with internal & external auditors in strengthening the internal control system, record keeping system and reporting systems.

D. Capacity Building

1. Conversant with IFAD and GOSL rules & regulations, 'guidelines, and agreements entered with respective organizations and master IFAD key documents such as, Financing Agreement (FA) and the Letter to the Borrower (LTB), General Conditions.
2. Follow the IFAD e- learning course on Financial Management Practices and Procedures.
3. Train the relevant Programme Officers to handle the accounting software and procedures and generate reports from the system. .
- 4.. Undertake any other activities assigned by the PD/DPD/FM

Process of Selection

- i. Calling applications by different advertisements such as newspaper, TV, radio, social networks and keeping the vacancy open for minimum 14 days.
- ii. Method of Selection: Relevant Experience: 50%, Qualifications: 30%, Interview Performance: 20%
- iii. Obtaining NOC from IFAD for the selected candidate by sharing related documents with IFAD.
- iv. Appointment of the selected candidate based on the IFAD NOC and approval of the LPA.

Duration of services:

The incumbent will be appointed for the program period i.e. 31st December 2025, subject on the performance reviewed and assessed.

Probation period:

6 months of probation period and performance to be reviewed and assessed before confirmation.

Salary Scale:

Based on the Management Services Circular 01/2019 – PS 4 level