

Terms of Reference (TOR)

Finance Manager (PS 03)

Background

The Smallholder Agribusiness and Resilience Project (SARP) is a International Fund for Agricultural Development (IFAD) funded project and aims to address the impact of climate change on about 40,000 smallholder families, building their resilience and promoting agriculture commercialization in the selected hotspot areas in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu oya river basins. This six-year period project is mainly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, Private Sector, Beneficiaries, United Nations Development Programme (UNDP), World Food Programme (WFP) and United Nation Office for Project Services (UNOPS) are the contributors for co-finance.

Scope of work:

The Finance Manager will assist and report to the Project Director on all financial matters relating to implementation of the project. S/He will be mainly responsible for preparing Trimester Financial Progress, Project Account, Accounting Manual, Quarterly Interim Financial Reports (IFRs), Annual Financial Statements and other related financial reports as may be required by SARP Management, IFAD and the Government of Sri Lanka. The incumbent will work closely with and under the supervision of the Project Director at the Project Management Unit (PMU) for the achievement of project's goals. The main responsibility is to assist the Project through the performance of the following duties and responsibilities:

Specific duties of the Finance Manager include but are not limited to the following:

- Develop and implement appropriate financial and accounting systems for the project to meet the requirements of IFAD and Government both at PMU and District levels;
- Lead the team of Accountant and financial assistants;
- Develop annual work plan and budget (AWPB) in close collaboration with the Project Director and technical team both at PMU and District Hub levels;
- Assist in the planning and budgeting for project implementation, taking the lead role in the financial plan and budgets and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with;
- Develop Funds Flow Projections in collaboration with the Project Director and the Procurement Specialist at PMU levels
- Ensure that all accounting records and bank accounts are up to date;
- Review monthly bank reconciliations of all Bank Accounts taking into consideration all "Cost Centers";
- Establish and improve the internal control systems (goods, services, assets and works) and verify that the accounting controls is put in place at all levels;

- Monitor financial disbursements and all administrative procedures in line with the IFAD and Government requirements;
- Provide assistance in compiling and consolidating accounts and preparing Annual Financial Statements in stipulated date for each Fiscal Year as agreed in loan/credit agreement. This includes all in-kind and cash contributions from beneficiaries, government contributions, and other relevant sources of funds.
- Maintain up to date the PIM & Financial Management Manual as per need of the project and train project staff in adopting sub-project accounting and financial monitoring system;
- Ensure the timeliness of required financial reports including the quarterly IFRs to IFAD on a regular basis;
- Ensure “Busy” accounting software is customized for the needs of the SARP and maintained following IFAD and Government requirements.
- Generate reports using the “BUSY” account package
- Integrate financial procedures and systems with the Management Information System (MIS) to track project progress and management performance;
- Provide orientation and on-the-job-training to upgrade performance skills of the project staff both at PMU and District Hub levels on all project related financial system such as disbursement and procurement process as per the IFAD procedures and guideline;
- Attend and participate in project meetings and give input to financial related matters;
- Monitor project progress through field visits, offer feedback and keep regular communication with related field and coordination level staff, if required;
- Ensure that entities that receive project funds for the implementation of micro-projects are complying with the Rules and Procedures in force;
- Ensure compliance with IFAD and Government standards and procedures, related to procurement, disbursements, Special Accounts, Expense Statements (Statement of Expenditure -SOE), the quarterly Interim Financial Reports (IFRs), the Special Commitments, etc.
- Review and monitor project performance and make recommendation to improve performance in relation to Financial Management; Cooperating with IFAD, Government and other partners to improve project financial management,
- Following up the action points agreed in the project legal documents, during the IFAD supervision missions and the recommendations of external auditors;
- Implement and monitor any tasks required by the Project Director
- Ensure quarterly IFRs are sent to IFAD within agreed deadlines using the Financial Execution module of ICP.
- Ensure Withdrawal Applications are sent to IFAD timely.
- Facilitate project external audits including providing the Auditor with access to copies of all necessary documentation, information and supporting materials;
- Ensure Audit reports, audited financial statements, and unaudited annual financial statements are sent to IFAD within agreed deadlines.
- Ensure external and internal auditors’ and IFAD’s recommendations on the improvement of FM arrangements are implemented promptly.

- Ensure qualified and experienced staff for the SARP FM team are recruited and retained. Ensure necessary training arrangements are in place for FM team members.
- Supervise and provide necessary support and guidance to the FM team.
- Carryout any other duties assigned by the project director

Qualifications and experience:

Based on the Management Services Circular 01/2019

Education Qualification

- Bachelor Degree in Accounting or Finance field or any other relevant field in a recognized University or qualification similar to Degree recognized by UGC or Associate membership / similar professional qualifications in the relevant field in a recognized Professional Body and at least 10 years post qualifying experience at managerial level
OR
- Bachelor Degree in Accounting or Finance field or any other relevant field in a recognized University or equivalent qualification to degree recognized by UGC or Associate Membership/ similar professional qualifications from a recognized Professional Body and Post Graduate Degree or Corporate / Chartered Membership or similar qualifications in a recognized Professional Body with at least 08 years post qualifying experience at managerial level.
OR
- Class I officer of a Government All Island Service or similar status in the relevant field with at least 03 years of experience in the Class I post.

Salary Scale:

- Based on the Management Services Circular 01/2019

Location and period of execution

The Finance Manager will be based in Project Management Unit at Colombo with field visits as may be required.

Duration of services

Duration of service is 1 (one) year subject to six (6) months' probation period and extension will be subjected successful performance evaluation **according to the Management Service Circular 01/2019.**