

Terms of Reference (TOR)

post of Accountant (PS 04 Category A)

Background

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka. It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins. .

Scope of work:

The Accountant will work under the direct supervision of the Project Director and will be responsible for the finance and accounts related matters concerning SARP at the national level. He/ She will be responsible for building the financial and expenditure management system of SARP and will strictly follow all the procedures stipulated for International Fund for Agriculture (IFAD) funded projects, while observing the financial rules of the government of Sri Lanka. Specific duties of the incumbent will include but are not limited to the following:

- Build the financial and expenditure management system of SARP project
- Support the SARP Project Management Unit at the national level by planning and managing finances and expenditure related to the SAR project
- Arrange financial and accounting information and ensure proper record keeping supporting SARP project expenditures at the national level.
- Maintain adequate and updated books of accounts for all financial transactions of SARP
- Establish a proper management system of all the SARP project assests
- Ensure transparency and accountability in all budget expenditures and authorization and maintains an efficient and transparent financial filling systems.
- Ensure obtaining timely allotments and timely processing of payments.
- Adjustment of tax according to the Ministry of Finance regulations
- Preparation and forward timely and periodic replenishments to the designated account through finance division of MOA
- Manage financial accounting monitoring and reporting systems of the SARP project
- Work with the PMU in the planning, management, control and reporting on the finances
- Assist in preparation of annual work plan and budget for the SAR project

- Prepare monthly, quarterly and annual financial statements and submit those to National Steering Committee, World Bank and the Auditor General
- He/ She will report to the Project Director
- Undertake any additional tasks and responsibilities that may be assigned by the Project Director/ Secretary –MOA
- Reporting monthly expenditure with treasury records to the finance division of the MOA and responsible to the same with Treasury Record
- Submit financial statements required by the MOA and the Treasury on time to time
- Replying Audit Surveys raised by the Internal, Audit and Auditor Generals Department in the time prescribed.

Qualifications and experience:

Based on the Management Services Circular 01/2019

Location and period of execution

The Project Accountant 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.**