

## **Terms of Reference (TOR)**

### **Finance Officer – Individual Consultancy Basis – Full Time**

#### **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 Finance Officer will be under the direct supervision of the project Accountant and Finance Manager in the Project Management Unit (PMU). More specifically;
- The Finance Officer will assist the Finance Manager and report to the Finance Manager on all financial matters relating to implementation of the project.
- She/he will be mainly responsible for preparing regular reports and Annual Financial Statements for all project funds disbursed by DPMU and required by IFAD and Government of Sri Lanka.
- Installation of appropriate accounting/reporting systems to ensure that the DPMU and especially the Programme Coordinator are regularly informed of on-going financial status and transactions.
- Familiarize with the “BUSY” accounting software used for the SARP and feed data and manage reports according to the project requirements.
- Maintain close communications with “BUSY” service provider for system maintenance and online support
- Develop annual budget in close collaboration with the Project Technical Team both at PMU and District levels;
- Ensure that all project funds are used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- Provide assistance to the Project Accountant in compiling and consolidating accounts and preparing Unaudited and Audited Project Account in stipulated date for each Fiscal Year as agreed in loan/credit agreement;
- Ensure that all necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
- Develop Funds Flow Projections in collaboration with the Project Coordinator and the Procurement Specialist at PMU levels

- Assist in the planning and budgeting for the project program, taking the lead role in the financial plan and budgets and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with;
- Ensure compliance with the IFAD and Government standards and procedures, related to procurement, disbursements, Special Accounts, Expense Statements (Statement of Expenditure SOE), IFRs, the Special Commitments, etc.
- Monitor financial disbursements and all administrative procedures in line with the IFAD and Government requirements;
- 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; liaise with external auditors to audit the project accounts to meet the required submission dates by both GoSL and IFAD.
- Maintain records and file all payment vouchers in appropriate manner.
- Maintain a records of all stationeries and order required items at re-order level
- Managing the petty cash payments with in the eligible threshold and timely replenishment of the petty cash and ensure DPMU is maintaining sufficient petty cash float;
- Preparation of payment vouchers and processing the payments approved by the Project Director
- Preparation and submission of the Bank Reconciliation to the PA;
- Review bank reconciliation and take necessary action to follow up on long outstanding cheques;
- Verification of the payment requests, Programme budgets, vouchers etc. before submission for the approval/payment;
- Communication of the concerns related to a bills/invoice/wrong codes etc. to concerned persons when reviewing the payments;
- Verification of the budget availability, accuracy of the budget codes of the payment requests;
- Maintenance of the Beneficiary list and ensure the right beneficiary gets the right advance in right time;
- Maintain Advance register and follow up with the respective staff to ensure the advances are settled within 5 working days after completion of the task;
- Maintain a cash book, payment vouchers, petty cash book for the transactions taken place in the District hubs/PMU;
- Input all the payment receipt details to the “BUSY” accounting package timely;
- Maintain an asset register feeding all asset details in the asset management system in the “BUSY”
- Carrying out the Fixed Asset Verification at the year end and submit the report to the PMU in the specified format;
- Maintenance of the contract register as required by IFAD;
- Manage vehicle fleet hired for the PMU and district hubs to make sure all vehicles have been utilized within the allocated mileage for the month
- Verify all running chart and invoices and process payments according to the agreement

- Any other duties assigned by the Project Director, Deputy Project Director, Finance Manager and Project Accountant.

- **Qualifications/Experience Required:**

1. A successfully completed Bachelor's Degree preferably in Accounting or Finance or any other relevant field which is recognized by the University Grants Commission of Sri Lanka

**Or**

A qualification recognized by the University Grants Commission as an equivalent qualification to the Bachelor's degree in relevant field

**Or**

An associate membership / a similar professional qualification obtained from a recognized professional institution in relevant field

**Or**

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field.

**And**

At least two (02) years post qualifying experience in the required area of specialization.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field

**And**

At least seven (07) years post qualifying experience in the required area of specialization.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical Vocational Training Institute (National Technical College) accepted by Tertiary and Vocational Education Commission for a post related to Accounting Field

**And**

At least twelve (12) years post qualifying experience in the required area of specialization.

**Other Required Qualifications**

- Proven experience as an IFAD funded projects or other international Agencies would be distinct advantage
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- Experience in working with OPEN System software will be a plus
- Strong inter-personal skills & strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

**Monthly Payment:**

Equivalent to PS 06 Category A level according to the Management Services Circular 01/2019

**Location and period of execution**

The Administration Officer (Finance and Administration) will be based in Project Management Unit at Colombo with field visits as may be required.

**Duration of services**

Duration of service is 24 person months. Initially the contact will be signed for 06 months and the extension will be based upon performance evaluation.