

## **Terms and References of Finance Manager**

1. Make the necessary arrangements to obtain the funds from the ADB imprest account
2. Establish and maintain imprest and other accounts acceptable to the government and ADB.
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements
5. Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing
6. Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook
7. Establish financial management system for all expenditure of the project Prepare annual budget requirement of the project and submit to MOHNIM to include in the annual budget proposal
8. Provide advice to the preparation of project accounts in PIUs on project financial management system and review monthly accounts statements submitted by PIU.
9. Provide a fund utilization report with project disbursement progress to national Project Steering Committee (PSC) for review
10. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the loan proceeds and out of counterpart funding.
11. Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest accounts
12. Coordinate with the Accountants of PIUs regarding financial management matters.
13. Implementation of financial management assessment recommendations by ADB
14. Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU and PIUs
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director.

## **Terms and References of Finance Officer**

1. Assists in preparation of cash forecast
2. Assists in detailed variance analysis
3. Assists in compliance with Government regulations
4. Assists in the preparation of final financial accounts
5. Supports the Finance Manager with all financial monitoring systems
6. Assists in budget monitoring and preparation of monthly expenditure and allocation report.
7. Assist Procurement Specialist where it is necessary
8. Ensures accuracy of all financial documents and data entry
9. Monitor advance payment settlements
10. Ensures the timely disbursement of funds for project implementation
11. Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
12. Assists in providing financial information required by all stakeholders
13. Assists in providing necessary schedules and documents for reprogramming activities.
14. Any other tasks related to finance designated by the Project Director/Deputy Project Director and Finance Manager which may arise out of the course of business.