

## **TERMS OF REFERENCE (TORS)**

The Budget and Finance Officer (B&FO) shall be responsible for preparation of cash forecasts on quarterly basis in coordination with the project team and submit to donor for advance/replenishment of advance. Prepare and process withdrawal application in accordance with donor's Disbursement Guidelines, upload budget on Financial Management Information System, and prepare monthly monitoring reports comparing actual expenditure against the budget.

The B&FO will also be responsible to highlight weak performing areas for management intervention, prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year. Prepare periodic financial reports specified in the Loan Covenants, quarterly Financial Summaries (budget vs actual) to support oversight over use of funds, track funds and follow up with National Bank of Pakistan and the donor to ensure timely credit of funds into the projects' assignment account and loan Covenants Monitoring.

### **1. Scope of Work:**

The responsibilities of the Budget and Finance Officer include but are not limited to the following:

- i. Support Finance Manager in preparing annual work planning and budgeting;
- ii. Facilitate FM in engaging with P&D to include budget in the Annual Development Plan (ADP) as per rules;
- iii. Upload budget on Financial Management Information System, and prepare monthly monitoring reports comparing actual expenditure against the budget. Highlight weak performing areas for management intervention;
- iv. Prepare cash forecasts on quarterly basis in coordination with the project team and submit to donor for advance/replenishment of advance.
- v. Prepare and process withdrawal application in accordance with donor's Disbursement Guidelines
- vi. Prepare disbursement reports and ensuring that sufficient funds are available in the Assignment Accounts all the time.
- vii. Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- viii. Prepare periodic financial reports specified in the Loan Covenants.
- ix. Prepare Quarterly Financial Summaries (budget vs actual) to support oversight over use of funds

- x. Track funds and follow up with National Bank of Pakistan and the donor to ensure timely credit of funds into the projects' assignment account.
- xi. Loan Covenants Monitoring

**2. Reporting:**

The B&FO will report to Finance Manager.

**3. Candidate's Qualification, Skills and Experience Required:**

- Master level educational attainment in finance, MBA, ACCA, CA (preferred) or any other related discipline
- minimum 03 years' experience at similar level, having managed donor funded project(s).
- familiarity with Government financial regulations and donor financial management guidelines, and sound understanding of the community procurement and financial management of community driven sub-projects implementation.
- Proficient in MS Office applications i.e. Word, Excel and Power Point.

**4. Evaluation Criteria**

The number of points to be assigned shall be determined considering the following relevant percentage weights for further assessment:

|   |      |
|---|------|
| 1. Relevant Qualification                           | 15%  |
| 2. Additional relevant higher qualification         | 5%   |
| 3. General Experience                               | 5%   |
| 4. Specific Experience as per TOR of the assignment | 50%  |
| 5. Required Relevant Certification/Diploma          | 5%   |
| 6. Interview  | 20%  |
| Total weight:                                       | 100% |

**5. Location and period of execution**

The B&FO will be based in the project management office in Peshawar. The services will be initially for a period of one (01) year however it will be extended on yearly basis until the project completion period based on satisfactory performance.

**6. Services and facilities to be provided by employer**

Office space and allied facilities

**7. Services and facilities to be provided by the employee**

As per the scope and TORs of the position.

**8. Remuneration**

PKR. 150,000.00 plus 5% annual increase. Entitlement for any enhancement of the similar position in the project.