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## TERMS OF REFERENCE

### **Sr. Finance Officer – Project Management Unit (PMU)**

#### **Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program**

##### ***Background***

The Khyber Pakhtunkhwa Revenue Mobilization and Public Resource Management Program was approved by the World Bank Board on June 18, 2019 to support the implementation of the KP Government's PFM Reform Strategy. The objective of the project is to improve revenue mobilization and public resource management in the province of Khyber Pakhtunkhwa. The project has two key components, namely a results-based component (US\$100 million) and an input-based component (US\$18 million). To support implementation, the Government of Khyber Pakhtunkhwa intends to recruit a Sr. Finance Officer who will be responsible for overall financial management of the PMU under the overall guidance of Financial Management Specialist of Shared Services Unit (SSU).

##### ***Scope of Work***

Providing financial management support to the Project Management Unit (PMU).

- Manage and keep update the Project Financial record under the overall supervision of Financial Management Specialist SSU.
- Keep Designated Accounts of the project in line with the Project Financial Management Manual.
- Preparation of Project annual budget, under the overall guidance of Financial Management Specialist SSU.
- Prepare periodic financial reports on the format agreed with the World Bank and submit to the Financial Management Specialist.
- Reconcile periodically the account with AG Office and National Bank of Pakistan.
- Submit details of payments from Designated Account on regular basis.
- Prepare annual financial statements of the project.
- Liaison with auditors for annual audit, reply the observations of auditors and ensure that audited financial statements are submitted within stipulated time.
- Ensure that expenditure is timely recorded and reflected in the accounts statement.
- Review all payment vouchers before payment is made to ensure that payment is justified and is according to the approved policies and manuals.
- Ensure that all accounting record including vouchers, ledgers and cash books are up to date and maintained properly.
- Ensure that all accounting system of the project is adequately implemented and used to ensure compliance with approved accounting policies/procedures.

- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Maintaining an updated record of project inventory and assets.
- Prepare and submit periodic financial management reports.

***Profile /Qualifications***

- i. MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA (sixteen years of education). Financial management related qualification/certifications will be accorded due weightage
- ii. At least 05 years of experience; after acquiring stipulated qualification, in the field of finance & accounting at the national level or with the International Organizations / Donor projects.
- iii. Demonstrated ability to apply good judgment in the context of assignments given.
- iv. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- v. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

***Reporting***

The Sr. Finance Officer will work in PMU under the guidance of Financial Management Specialist SSU to perform the assigned tasks and will report to Coordinator PMU.

***Duration of Assignment***

The contract will be initially for one year extendable up to project life based on satisfactory performance