

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

### *Finance and Administrative Officer*

#### **Background**



The Smallholder Agribusiness and Resilience Project (SARP) is a International Fund for Agricultural Development (IFAD) funded project and aims to address the impact of climate change on about 40,000 smallholder families, building their resilience and promoting agriculture commercialization in the selected hotspot areas in Vauniya, Mannar, Puttlam, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu oya river basins. This six year period project is mainly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, Private Sector, Beneficiaries, United Nations Development Programme (UNDP), World Food Programme (WFP) and United Nation Office for Project Services (UNOPS) are the contributors for co-finance.

#### **Scope of work**

The Finance and Administrative Officer will be under the direct supervision of the Finance Manager in the Project Management Unit (PMU). More specifically;

- The Finance and Administrative 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, Finance Manager, Project Accountant, area coordinator



## Qualification requirements

- Minimum Bachelor's degree in accounting or finance
- At least 2 years of experience in a similar position
- Practical experience in applying local accounting standards

## **Location and period of execution**

The Finance and Administration Officer will be based in District Hub offices with field visits as may be required. Duration of service is 24 person months. Initially, the contract will be assigned for a period of twelve (12) months and its extension will be based upon performance evaluation.