

Terms of Reference
Finance Officer
Federal Directorate Immunization FDI , Directorate General Health Services

OBJECTIVE & RATIONALE

EPI intends to hire an experienced and qualified professional for the position of ‘**Finance Officer (FO)**’ to manage the financial management matters of two projects: Ministry and FDI for National Immunization Support Project (NISP) and Pandemic Response Effectiveness in Pakistan (PREP) (ADB) and provide overall financial management support to the FDI . FMO will provide overall financial oversight including developing, guiding and directing financial management and accounting systems. S/he will be responsible to maintain adequate financial management system and generate timely financial reports for decision making of the two projects and for the EPI. FMO will ensure compliance with the financial management provisions of the legal agreement between the Government of Pakistan and the World Bank.

SPECIFIC TASKS AND RESPONSIBILITIES

General Management and Leadership

- Liaise with the World Bank on all aspects of project’s financial management.
- Lead capacity building activities in the area of financial management under the project to capacitate EPI account officers with the PFM reforms in EPI and the Bank’s fiduciary guidelines and policies and procedures.
- Conduct trainings for the project staff and EPI on the importance of financial management and educating staff on financial responsibilities.
- Keep abreast the EPI Program Manager with the latest developments and issues in project’s financial management and provide suggestion to the best possible option.
- Assist the Procurement Specialist in designing job descriptions for staff in Finance team of project and selection of suitable applicants, when needed.
- Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government, as adopted by provincial Government.
- Maintain liaison with the bank where the assignment account is opened or to be opened.
- Participate in Project Steering Committee meetings and activities; assist/advise the EPI Program Manager in all financial matters as and when required.

Budgeting and Planning

Provide support to FDI cell in preparing separate DDO/cost center wise budget and transfer of operational Budget to recurrent side.

- Assist FDI Program Manager in preparation of annual work plans; and on the basis of which prepare annual Cash Plans.
- Assist FDI Program Manager, by all means, in the approval of annual work plan from the Project Steering Committee.
- Analyze and the prepare operational budgets for the FDI based on acceptable and approved parameters and ensure it is appropriately classified as re-current budget.
- Prepare report on monthly financial progress of the project for the attention of the National Programme Manager and further discussions.
- In accordance with provincial Government budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan and

timely submit to relevant Government Departments for inclusion in budget of the relevant year.

- Upload annual budget of the project/s on National FMIS (FABS); compare actual performance against the budget and underline weak performing areas for attention of EPI Program Manager.
- Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project/s in line with project's procurement plan and Work Plan/Cash Plan.
- Ensure that EPI budget is uploaded on FABS as per the approved DDO framework at Federal, provincial and district level for recurrent and development budget.
- Ensure DDO codes are fully operationalize in 2019-20.

Funds Management

- Ensure timely releases of funds from Finance Division/Departments for recurrent and development budget.
- Liaison with Planning and Development Department, Accountant General and Finance Department in connection with budget, releases, disbursement and other issues of financial management.
- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.
- Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Internal Controls

FO will perform internal control assessment of the program and will identify/define key controls. The FO will be responsible for designing and maintaining internal control system as per COSO framework. FMO will develop control matrix and identify control owners to ensure effective controls are implemented in respective EPI cells. FO will perform regular reconciliation for fixed assets, medical consumables and vaccines. Further, FO will develop/update the financial management manual for EPI for effective performance of fiduciary functions in the program. FMO will assess the need of other monitoring controls, such as internal audit and suggest it to the management accordingly.

Expenditure/Payment Processing

- Develop FM policy framework for EPI and apply provincial level.
- Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- 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.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.

- Prepare request for payment and forward to FDI Program Manager for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded FDI Program Manager's approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- Ensure that expenditure at Federal, provincial and district level are recorded at the DDO level.
- Record all transactions timely and accurately in the books of accounts (*both in Pak Rupees and US\$*) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e. New Accounting Model.
- Maintain FABS (National FMIS) software to be implemented at the project.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly project payroll and submit to EPI Program Manager for approval prior to making any payment under salaries.
- Ensure that the fixed assets and inventory records are maintained for the project identifying location and user of each asset/inventory and arrange for the annual and periodical inventory of the assets/consumables and report it to the management, donors, and National Program Manager.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.
- Ensure in-kind grants are properly accounted for budgeting purposes and accurately recorded and reported in IFMIS.

Financial Reporting

- Prepare quarterly/bi-annual financial reports and submit to FDI Program Manager and Bank in a timely fashion for review and approval.

- Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreements and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘ Financial Reporting under Cash Basis of Accounting’.
- Prepare and consolidate Annual financial statements of the FDI program (Federal and provincial) including recording of in-kind grants and pooled procurement of vaccines and submit for review and approval to the Project Director and publishing within 4 months ending each financial year. The immunization accounts will be prepared under cash basis IPSAS.
- Provide inputs to National Program Manager for the preparation of periodic IUFs and BERs.
- FMO will provide necessary guidance to the provincial FMO account officers in EPI cells and will remain primarily responsible for the preparation of Immunization Accounts for each financial year ending June 30.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate FDI Program Manager in decision-making process.
- Ensure that all government financial reporting requirements are complied with:
 - a. specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - b. Schedule of Cheque to be prepared, submitted to FDI Program Manager for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to FDI Program Manager.
 - d. Prepare Disbursement Estimates (Budget and Revised) on EAD format and submit to relevant Government Departments for onward submission to EAD on annual basis.

Audit

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- Ensure that the project is adequately reflected in audit plan of internal Auditor General of Pakistan auditors and that internal audit is periodically conducted in accordance with the internal audit plan applicable auditing standards.
- Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of FDI Cell in settling audit observations.

- Prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.

QUALIFICATION AND EXPERIENCE

- ACA, ACMA, ACCA, MBA (Finance) Masters in Accounting and Finance, or MS Finance, M.Com.
- 8 years' of post qualification experience in financial management, including minimum 5years' experience of working in Development Projects in a similar role.
- Good communication skill and have experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General and Planning Department/Commission.
- Prior experience of working in donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff.
- **Communication Skills:** Well developed written and oral communication skills.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances and stress. Works and lives with a flexible, adaptable and resilient manner.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of government and the Bank policies and procedures
- Command on English and Urdu desirable

REPORTING

FMO shall report to the EPI Program Manager and FMS Federal. It is recognized that activities may undergo with frequent changes in a view of dynamic environment and implementation operational & ground realities. Therefore, the FO is expected to be flexible and adapt to requirement of process.