



PROJECT IMPLEMENTATION UNIT
Sindh Secondary Education Improvement Project (SSEIP)
ADB Assisted [Loan No. 3845-PAK and 4409-PAK(COL)]
Government of Sindh
School Education and Literacy Department (SE&LD)



TERMS OF REFERENCE-TOR
CS26-AF: ACCOUNTANT

Scope of Work

Assist the Chief Financial Management Specialist, Project Director, Project Manager, Deputy Project Manager and the Project Finance team in the day-to-day financial management and accounting matters of the Project Implementation Unit (PIU), Sindh Secondary Education Improvement Project (SSEIP).

Detailed Tasks and/or Expected Output

The specialist will perform the following functions, duties, and tasks:

- Perform budget preparation and cash plans of the PIU for the project.
- Preparation of the cash forecasts on a quarterly basis in coordination with the projects' team and submit to the ADB for advance and replenishment of advance.
- Prepare and process withdrawal application in accordance with ADB's Loan Disbursement Handbook (2022, as amended from time to time).
- Assist the FM section in analyzing, planning, designing, implementing and monitoring a system in line with best practices in the process of payment and expenditure management.
- Assist the FM section in the financial management aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.
- Maintenance of budget and accounting records related to the project and ensure that the accounts records are up to date.
- Record all transactions timely and accurately in the books of accounts and ensure that no expenditure remains unaccounted.
- Maintain accounts on cash basis as per government accounting procedure and the requirements of IPSAS.
- Prepare bank reconciliation statements of assignment account on a monthly basis.
- Prepare the project financial statements as per Cash Basis IPSAS and submit to the Auditors within one month of the close of the financial year.
- Assist the CFMS in the timely initiation and completion of external audit of project financial statements.
- Assist the FM section in ensuring that the project is adequately reflected in audit plan of internal auditors and that the internal audit is periodically conducted in accordance with the internal audit plan.
- Assist the CFMS in the preparation of working papers on audit observations raised by external auditors and arrange to convene FM section meeting to settle the audit observations to the extent legally and logically possible.
- Assist the FM section of the PIU in matters related to financial management correspondence and in efforts to maintain liaison with the GOS Finance Department, Accountant General Office, Treasury Office, audit offices in Sindh and other relevant parties involved in the implementation of the project.
- Report to the CFMS and to the Budget and Finance Officer of PIU for proper financial management and budgeting of project funds.
- Any other assignment within the scope of responsibilities.



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Minimum Qualification Requirements

The accountant shall have at least a bachelor's degree in accounting and/or finance or related field preferably along with ACCA or similar professional qualification with a minimum five years of relevant work experience, including two years' experience with international donor-funded projects, preferably ADB.

Minimum General Experience: 5 Years

Minimum Specific Experience (relevant to assignment): 5 Years