



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

CS-02(b): CHIEF FINANCIAL MANAGEMENT SPECIALIST

1. Scope of Work

The Chief Financial Management Specialist (CFMS) shall assist and provide strategic and operational support to the Project Director in establishing, strengthening, and maintaining robust financial management, internal control, fiduciary oversight, and accountability systems within the PIU, SSEIP.

The CFMS shall ensure that project funds are managed with the highest standards of transparency, documentation discipline, compliance with Government Financial Rules, and adherence to ADB financial management and disbursement procedures as applicable to the project.

2. Detailed Tasks and Expected Outputs

The CFMS will perform, but not be limited to, the following functions:

- Assist the Executing Agency (EA) in opening and operationalizing the Advance Account at an ADB-approved bank and ensure compliance with applicable financial and disbursement procedures.
- Prepare annual and periodic project budgets based on projected contract awards, expenditure categories, and implementation schedules in coordination with PIU sections.
- Establish, maintain, and supervise project accounting and financial record systems ensuring proper documentation, traceability of expenditures, and reconciliation of records.
- Prepare Statements of Expenditure (SOEs), Withdrawal Applications, and replenishment requests in accordance with applicable procedures.
- Develop and maintain a comprehensive financial database and expenditure tracking mechanism for all project activities.
- Review, verify, and authenticate supporting documentation of invoices, payment requests, and financial claims prior to processing to ensure completeness, eligibility, and compliance with rules.
- Ensure timely processing of payments for all project expenditures after due verification and compliance checks.
- Establish and enforce internal financial controls to prevent irregularities, ensure accountability, and safeguard project funds.
- Monitor budgetary allocations, sanctioned limits, and expenditure heads to ensure financial discipline and prevent over-expenditure.
- Coordinate with Accounts, Audit, and Finance wings for reconciliation, clarifications, and reporting.
- Prepare monthly, quarterly, and annual financial reports supported with bank reconciliations, invoices, vouchers, and relevant documentation.



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- Ensure audit readiness of all financial records and facilitate annual external audits in accordance with Loan Agreement and applicable requirements.
- Support responses to internal and external audit observations with proper records and explanations.
- Identify fiduciary risks, control weaknesses, and recommend corrective and preventive financial control measures within PIU operations.
- Assist PIU management in strengthening financial governance, transparency, and accountability mechanisms.
- Perform any other financial management, control, reporting, or compliance related tasks as assigned by the Project Director.

3. Minimum Qualification Requirements

- Master's degree in finance, Accounting, Business Administration, or related field from a recognized university.
- Professional banking, financial, or accounting certifications will be preferred.
- Sound understanding of public sector financial rules, internal controls, audit processes, documentation standards, and expenditure verification systems.

4. Minimum Experience Requirements

Minimum General Experience: 15 Years

Minimum Specific Experience: 5 Years in:

- Financial scrutiny, expenditure verification, and documentation review in public sector organizations, financial institutions, financial regulatory bodies, or large institutions
- Review and analysis of budgets, expenditures, procurement records, contracts, and payment documentation
- Establishing and monitoring internal controls and fiduciary oversight mechanisms
- Coordination with audit, finance, and accounts sections for reconciliation and reporting
- Preparation of financial, administrative, and MIS reports for senior management
- Experience dealing with Government Financial Rules, SPPRA, and public sector expenditure systems
- Experience in banking, audit, financial regulations, compliance, or financial control functions shall be considered highly relevant
- Experience in donor-funded projects will be considered an advantage.