



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
Junior Financial Management Specialist (CS-27(a)-AF: 01 Position)
(National, 24 Person-Months full time)

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:

- The Junior Financial Management Specialist will perform the following tasks under the supervision and guidance of the Chief Financial Management Specialist and PIU leadership:
- Assist in the preparation and updating of financial records and supporting documentation in accordance with project requirements;
- Support in the development and maintenance of financial databases and filing systems to ensure accurate record-keeping and data entry;
- Help prepare disbursement requests, statements of expenditures, and reconciliation reports in line with ADB's Loan Disbursement Handbook;
- Assist in compiling inputs for budget preparation and financial reporting;
- Support in maintaining payment records and monitoring invoice processing for timely payments;
- Coordinate with vendors and service providers regarding payment statuses and documentation requirements;
- Assist in the preparation of monthly, quarterly, and annual financial reports, ensuring compliance with standard accounting principles;
- Provide support in organizing and facilitating internal reviews and external audits;
- Help ensure financial control procedures are followed in all transactions to promote transparency and accountability;
- Perform other related tasks as assigned by the Chief Financial Management Specialist or Project Manager or 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.



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4. Minimum Experience Requirements

Minimum General Experience: 7 Years

Minimum Specific Experience: 3 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.