

Term of Reference for Financial Management Specialist(Consultant)

1. POSITION: Financial Management Specialist (01)

2. PURPOSE OF ASSIGNMENT

Support the State Project Management Unit (SPMU) in the financial management of project in reference of program policies, programme infrastructure, institutional and implementation arrangements, governance and accountability measures, safeguard compliance, technical and social audits, procurement and any other financial management functions of RWSSP-LIS.

3. PROGRAMME AREAS

The Ministry of Drinking Water and Sanitation (MoDWS) and the World Bank have jointly developed the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS) with an objective to 'improve piped water supply and sanitation services for selected rural communities in the target states through decentralized delivery systems'. The Project will be implemented in identified Districts of the four Project States namely Assam, Bihar, Jharkhand and Uttar Pradesh through a district wide approach. In Bihar, the BSWSM, through the SPMU, will be implementing the project in 10 districts.

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

To support in all aspects of prudent financial management of the project and reporting as advised and directed by the Project Director. The core functions would include maintenance of financial records, representing SPMU and reporting on financial issues, engagement of consultancy service agencies, and, development of standard bid documents for procurement.

5. DUTY STATION

Patna

6. DURATION

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. SUPERVISOR

Engineer-in-Chief-cum-Special Secretary, PHED-cum- Project Director, SPMU

8. Desired Qualification and Experiences

- Master's Degree in Finance/Commerce or Intermediate qualifications in CA
 - 5-8 year of relevant working experience
 - Experience in budgeting, financial management for large scale programmes, and financial analysis in water sector projects
 - Experience of working in Government programmes
 - Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material;
 - Strong communication skills in English, Hindi and Local Language
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- Must be computer literate, knowledge of accounting software
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OR, Retired Officer of not below the rank of Joint Secretary, Government of Bihar or Deputy Secretary, Government of India, with good knowledge of accounting software, such as Tally.

9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 70,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- I. Prepare realistic budgets of SPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.
 - II. Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of SPMU/DPMU and analyze such variances; keep the head of the SPMU/DPMU informed of such variances.
 - III. Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
 - IV. Support in implementing capacity building activities institutions relevant to financial management and audits.
 - V. Maintain accounts of SPMU and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the SPMU. Ensure monthly consolidation of the accounts.
 - VI. Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
 - VII. Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
 - VIII. Ensure that any major internal control lapses, if any, pointed out by internal auditors are addressed in a timely manner.
 - IX. Timely escalation of issues pertaining to financial management.
 - X. Any other responsibility that may be considered necessary.
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11. Age : Not More than 65 years

12. Method of Selection:

A. As per World Bank norm:
