

## **ToR for the post of ‘Financial Management Assistant’**

### **Essential Qualification:**

Commerce Graduate/ Post Graduate (from a Govt. recognized University)

### **Experience:**

- In-depth knowledge of financial management procedures applicable for World Bank funded projects and having hands on experience of operating Tally accounting software, along with minimum 2 (two) years of experience in financial management related activities in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects/ National level reputed projects.
- Proven practical skills in the area of Financial Management aspects
- Demonstrate awareness of World Bank Financial Management policies, best practices, etc.

### **Competencies Required:**

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- Maintenance of accounting and financial records in computerized environment.

### **Key Job Responsibilities:**

- The Financial Management Assistant will report to the Financial Management Specialist of AIWTDS and provide assistance on finance and accounting functions, including for the following :
- Technical support in all areas of day to day finance and accounting functions and financial management of AIWTD Project to ensure regular & proper keeping of accounts related records of the Project, observing the standard accounting principles of double entry systems;
- Work closely with the accounts team of AIWTDS and will assist in works related to budget; work plan, grants disbursement and audits;
- Regularly monitor the financial performance of AIWTD Project including monitoring of expenditures, including analysis and preparations of reports required for financial management of the project
- Assist in maintenance of the project Accounts as per the Financial Management Manual of AIWTDS and other rules & regulations and guidelines issued by AIWTDS from time to time;
- Ensure that the Financial management systems and internal control procedures as applicable to the project are being adhered to by the various units;
- Keep strong liaison with the Finance & Accounts personnel of the AIWTDS with regards to consolidation of information, claim submission and other accounting issues;
- Ensure that the asset sanctioned and created under the project have been recorded in the Asset Register showing their identification, location and custody;
- Ensure that funds disbursed are properly accounted and that necessary supporting documents such as records, vouchers, relevant contract agreements, etc. and books of accounts are properly retained in respect of all project procurements & expenditures, so that these are made available to Audit (Chartered Accountant/ Accountant General) on demand as and when required;

- Assist in maintaining cash book on daily basis and will prepare monthly expenditure statements, compilation of monthly accounts & annual financial reports, and preparation of the monthly reimbursement applications and related statements of the project for sending to the Govt. of India/World Bank.
- Prepare Power Point Presentation/detailed note in respect of Financial Status of the Project as and when required;
- Carry out monitoring visits with the program team and other members of finance team in order to ensure effective financial management of the project.
- Liaise with appointed internal auditors and review internal audit reports and will ensure compliance with corrective measures; review the external audit reports of Accountant General and will ensure compliance with corrective measures;
- Any other official responsibilities as assigned by the SPD, ASPD, Financial Management Specialist of AIWTDS.

**Remuneration:**

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience and competency of the candidate.

Remuneration payable will be determined as per HR Policy of AIWTDS.

**Period of Service:**

The contract shall be initially for a period till 31<sup>st</sup> December 2024 with a provision of further extension on an annual basis upto the extension of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.