



Sindh Human Capital Investment: 1000 Days Integrated Health and Population Program



Terms of References Financial Management Specialist

Background

The project envisages universal health coverage (UHC) through enhanced access to integrated reproductive, maternal, neonatal, child, adolescents, health, nutrition (RMNCAH+N) and family planning services. It is based on continuum of care approach and aims at women empowerment including women economic empowerment through skill development and micro-financing managed by a third party.

To achieve the objective of the program, following core components are taken to execute

- Component -1: Ensuring and improving RMNCAH & Nutrition (RMNCAH+N), Secondary Healthcare, FP Services Utilization and Public Health Emergencies Response.
- Component -2: Strengthen demand for and utilization of RMNCAH+N and FP Services and Women Empowerment.
- Component -3: Project Management, Monitoring and Evaluation

The project objective emphasizes to ensure the provision of minimum service delivery of Primary Healthcare, to minimize the health burden and availability of 24/7 BemONC services for the vulnerable and poor communities of Sindh. Furthermore, the Program has primary healthcare services with integrated approach for the provision of Reproductive Maternal, Neonatal, Child, Adolescent and Nutrition (RMNCAH&N) services with the focus on Family Planning and Immunization.

Program Development Objective(s) (PDO):

To improve the utilization and quality of RMNCAH+N services for the poor and vulnerable population, especially adolescents and women, in targeted areas of Sindh. The program will sustainably improve and build the health and economic resilience of communities in the project locations by adopting an integrated approach to address the socioeconomic determinants, effects of natural disasters, and pandemics that impact vulnerable populations (especially poor women).



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Job Functions:

Reporting to Program Director and closely working with relevant stakeholders. The incumbent will perform following functions:

General Management and Leadership

- Liaise with the World Bank on all aspects of project's financial management.
- Conduct trainings for the project relevant staff on the importance of financial management and educating staff on financial responsibilities.
- Keep abreast the Program Director and the Deputy Program Director with the latest developments and issues in project's financial management and provide suggestion to the best possible option.
- Participate in the Steering Committee meetings and activities; assist/advise the PD in all financial matters as and when required.

Budgeting and Planning

- Assist PD in preparation of annual work plans; and based on which prepare annual Cash Plans.
- Assist PD in the approval of annual work plan from the Steering Committee.
- In accordance with Government of Sindh budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan and timely submit to Planning and Development Department for inclusion in Annual Development Plan (ADP) of the relevant year and to the Steering Committee and donors.
- Upload annual budget on National FMIS/ SAP; compare actual performance against the budget and underline weak performing areas for attention of PD.
- Prepare annual, quarterly, and semi-annually disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

Funds Management

- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.



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- Compile cash forecasts from the respective technical teams on quarterly basis approved by PD and submit to the World Bank for advance and replenishment of advance, once allowed.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project.
- Track funds and follow up with National Bank of Pakistan and the World Bank/IsDB to ensure timely credit of funds into the project's assignment account(s).

Expenditure/Payment Processing

- Ensure compliance with internal control framework of the government and the respective rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank/s for every prior review activity before processing any payment.
- Prepare request for payment and forward to PD for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded to Project Director's approval and to the Deputy Project Director for drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- Record all transactions timely and accurately in the books of accounts (*both in Pak Rupees and US\$*) and ensure that no expenditure remained unaccounted.
- Maintain accounts on cash basis as per government accounting procedure i.e., New Accounting Model.
- Maintain PIFRA SAP R/3 (National FMIS) software to be implemented at the program.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to



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facilitate classification and analyzing the financial information for monitoring the project progress.

- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly project payroll and submit to PD for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- Ensure safe custody of all financial records for review by Bank/s Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- Prepare quarterly financial reports and submit to PD and Bank in a timely fashion for review and approval.
- Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/suggested by the Banks supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘ Financial Reporting under Cash Basis of Accounting’.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate PD and Deputy Project Director in decision-making process.



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- Ensure that all government financial reporting requirements are complied with. Specifically.
 - a. Monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - b. Schedule of Cheques to be prepared, submitted to the concerned for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheques.
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to the concerned Prepare Grant Disbursement Estimates (Budget and Revised) on EAD format and submit to the concerned for onward submission to EAD on annual basis.

Audit

- Plan for timely initiation and completion audit of the program and ensure that report produced is in compliance with audit requirements of the Government and the World Bank/IsDB.
- Ensure that the program is adequately reflected in audit plan of internal auditors and external auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaise as focal person for conducting internal audit activity.
- Cooperate with World Bank, Islamic Development Bank, Government, and other partners to improve program/project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various units of GOS for settling audit observations.
- Compile and prepare working papers on audit observations raised by external auditors and arrange to convene Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.

Qualifications and Experience

- CA /ACCA, MBA (Finance) or equivalent professional qualification.
OR
- By transfer from amongst officers of Federal / Provincial Government having minimum 07 years of working experience in Financial Management, Audit and Accounts through a competitive process.



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- Should have at least 05 years' post-qualification experience in public/private, preferably, the financial sector.
- Experience in payroll processing through software will be an added advantage.
- Candidates with experience in community-driven development will be preferred.
- Familiarity with international financial reporting standards specifically Cash Basis IPSAS will be an added advantage.
- Excellent command of MS Office and relevant Accounting Software.