

JOB SPECIFICATION AND DESCRIPTION OF STAFF

Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP)

Health Department, Government of Khyber Pakhtunkhwa

Terms of Reference

Financial Management Specialist

Background

The Khyber Pakhtunkhwa Human Capital Investment Project was approved by the World Bank Board in July 2020 and became effective in March 2021. The project is designed to support the Government of Khyber Pakhtunkhwa in Human Capital Investments in the Health & Education Sector and aims to improve investments in people for greater equity and economic growth.

The Project includes three components:

Component 1. Improving Delivery of Quality Primary Health Care Services

Component 2: Improving Availability and Quality of Education Services

Component 3: Strengthening Community Engagement and Accountability

To support the implementation of Component I, the Government of Khyber Pakhtunkhwa and the World Bank has agreed to establish a Project Management Unit (PMU) in KP Health Department

Structure and Staffing of the PMU

The PMU will be led by a Project Director to implement the project and provide guidance to PMU staff for effective implementation of components to achieve desired results.

The PMU will be staffed by qualified professionals in core project management functions such as procurement, financial management, monitoring and evaluation, social safeguards, etc.

Scope of Work

The Financial Management Specialist (FMS) will lead the Finance team of PMU in setting up the financial management systems for undertaking Component I and Component III related activities. The Financial Management Specialist will also provide guidance to the Project Management Unit (PMU) on all financial management-related activities.

Qualification & Experience:

- An accounting degree preferably CA – 3 years of relevant post-qualification experience or ACCA/ACMA with 7 years of relevant post-qualification experience, M.com/MBA (Finance) - 10 years of relevant experience.
- Knowledge of fund accounting, financial management of large major donor cooperative agreements.
- At least 3 to 5 years experience managing funds for development projects (World Bank-funded projects experience will be preferred).
- Experience in implementing financial control systems at the field level.
- Experience of working with Finance Department/Division, Auditor General of Pakistan Office, Office of Accountant General, and Planning Department/Commission will be preferred.

Specific Tasks and Responsibilities

The Financial Management Specialist will report to Project Director.

Budgeting and Planning

- Support the project team in preparing the annual financial work plan of the project.
- In accordance with the Government of Pakistan budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan. Submit the budget estimates to the Planning and Development Department for inclusion in the Khyber Pakhtunkhwa Annual Development Program of the relevant year. Follow-up for the release of an approved budget.
- Upload annual budget on National FMIS and prepare monthly monitoring reports comparing actual expenditure against the budget. Highlight weak performing areas for the attention of the Project Director.
- Prepare annual and quarterly disbursement forecasts for all components of the project in line with the project's procurement plan and Work Plan/Cash Plan.

Funds Management

- Prepare cash forecasts on a quarterly basis in coordination with the project team and submit to World Bank for advance and replenishment of advance.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines
- Track funds and follow up with the National Bank of Pakistan and the World Bank to ensure timely credit of funds into the projects' assignment accounts.
- Ensure appropriate measures for a refund of funds to World Bank (if required).
- Prepare necessary documentation and liaison with the relevant department for closure of project account after closing date or grace period, whichever is later.

Expenditure/Payment Processing

- Ensure compliance with internal control framework (*Operations Manual, Financial Management Manual, SOPs and the Bank's fiduciary guidelines, etc.*) and government 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 the competent authority, and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Ensure that only eligible payments are forwarded for Project Director's approval and 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 for.
- Maintain accounts on a cash basis as per government accounting procedure i.e. New Accounting Model and CGA's approved Financial Management Manual.
- Maintain PIFRA SAP R/3 (National FMIS) software and work to integrate Khyber Pakhtunkhwa Human Capital Investment Project (Health Component) in the National FMIS as per legal requirements
- Oversee the process of entering transaction-level data in National FMIS and generating vouchers from the system
- Ensure up-to-date maintenance of adequate registers, books of accounts, and records in appropriate order and format to meet the government and donors' requirements and facilitate classification and analyzing the financial information for monitoring the progress of the project.
- Prepare supplementary record which provides timely and up-to-date financial information on civil works and consultancies.
- Maintain imprest of petty cash and ensure maintenance of separate petty cash books and petty cash vouchers and compliance with petty cash SOPs approved by the World Bank.
- Prepare monthly bank reconciliation statements of assignment account(s) both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with Accountant General Office on monthly basis.

- Prepare and process monthly payroll and submit to Project Director for approval prior to making any payment under salaries. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Ensure that the fixed assets records are maintained for both the projects identifying the location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Ensure safe custody of all financial records for review by Bank Missions, third-party monitoring agents; and external & internal auditors.

Financial Reporting

- Prepare Quarterly Financial Summaries and submit them to Project Director and the World Bank in time for review and approval.
- Prepare annual financial statements as per Cash Basis IPSAS and submit them to the Auditors within two months of the close of the financial year.
- Prepare periodic financial reports specified under the Legal Agreement or as recommended by the World Bank.
- Capacity building of financial management staff through a systematic in-house training program that needs to be designed within 4 weeks of induction as the Financial Management Specialist.
- Ensure that all government financial reporting requirements are complied with, specifically:
 - a. Schedule of Cheques prepared and submitted to Project Director for onward submission to Accountant General, Khyber Pakhtunkhwa.
 - b. Monthly financial reports to AG Office/Treasury Office and regular/ timely reporting in SAP (ensure timely reconciliation).
 - c. Statement of Receipts and Payment as per CoA prepared and submitted to Project Director.
 - d. Grant/Loan/Credit Disbursement Estimates (Budget and Revised) on EAD format submitted to Project Director for onward submission to EAD.

Community-Related Payments: (If Applicable)

- Design fiduciary guidelines in coordination with Procurement Specialist for transfer of funds to the communities and submit to the Bank for clearance.
- Arrange training for communities and project support staff on implementation of the fiduciary guidelines on community contracting.
- Undertake periodic reviews to review financial management arrangements at the communities.
- Facilitate communities in the best possible way during the course of implementation of fiduciary guidelines. Particularly in the opening of bank accounts of communities, maintaining adequate and up-to-date books of accounts as specified in fiduciary guidelines.

- Ensure that the communities' funds requirements are included in the approved plan and that expenditures incurred by the communities are in accordance with the approved plan.
- Ensure that the community timely and accurately submit periodic reports.

Internal Controls:

- Suggest strengthening of internal control practices towards ***Institutional strengthening***.

Audit

- Make arrangements for timely initiation and completion audit of projects and ensure that report produced complies with audit requirements of the Government of Khyber Pakhtunkhwa and the World Bank.
- Ensure the projects are adequately reflected in the audit plan issued by DG Audit Khyber Pakhtunkhwa and that the internal audit is periodically conducted in accordance with the internal audit plan.
- Cooperating with World Bank, Government, and other partners to improve 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 along with Project Director, facilitate timely completion of audits by arranging timely submission of annual financial statements in an appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings, and coordinating with various units of PMU in meeting audit objections.
- Prepare annotated replies or 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.
- Assistance in providing documentation and advice for internal and external audits.

Duration of the Assignment

The initial contract will be given for One year year extendable on annual basis subject to annual performance review. The position is based in Peshawar

Selection Process

The Consultant/staff will be selected on a competitive basis in accordance with the process stipulated in accordance with "World Bank: Procurement Regulations for

Investment Project Financing Goods, Works, Non-Consulting and Consulting Services”
July 2016 (Revised November 2017 & August 2018).

Facilities to be provided by the PMU

Office space and other facilities such as computers will be provided to the consultant/staff as required during the assignment period.