



SAARC AGRICULTURE CENTRE (SAC)
BARC Campus, Farmgate, New Airport Road
Dhaka-1215, Bangladesh



Investing in rural people

(Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS))

VACANCY ANNOUNCEMENT (Local recruitment)

Post	:	Project Finance Officer
Name of Project	:	Consortium for Scaling-Up Climate Smart Agriculture in South Asia (C-SUCSeS)
Age	:	Not more than 50 (fifty) years
Nationality	:	Bangladeshi
Duty Station	:	SAARC Agriculture Centre, Dhaka, Bangladesh
Duration	:	2 years

TERMS OF REFERENCE FOR PROJECT FINANCE OFFICER

Scope of work:

The incumbent will work closely with and under the supervision of the Project Coordinator for the achievement of project's goals. The Project Finance Officer's main responsibility is to assist the Project through the performance of the following duties and responsibilities:

- Work to ensure an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and recordkeeping, including the management and reconciliation of the Project's designated account;
- Prepare withdrawal applications to be submitted to IFAD in order to request advance payments in line with IFAD requirements, as per grant agreement and Project Implementation Manual;
- Monitor the level of the Project's designated account and the level of advances/funds to sub-recipients and implementing partners, if any, to ensure both that there are sufficient funds to implement the program activities and that the level of advances/fund are adequate and there are no idle funds;
- Assist with the preparation of annual work-plans and budgets (AWPB) and internal audits in close collaboration with the Project Coordinator, taking the lead role in the financial plan and budgets, and ensuring that the assumptions, parameters, guidelines and policies in planning are complied with;
- Prepare unaudited/draft Project financial statements in preparation for annual audit as for each Fiscal Year as provided for in the financing agreement, as well as Statements of Expenditure (SOE);
- Ensure the timely consolidation, preparation and submission of required financial reports (including Interim Financial Reports) to IFAD on a regular basis in compliance with the grant agreement;

- Ensure the compliance of audits with the IFAD Handbook For Financial Reporting and Auditing of IFAD-Financed Projects and the Project's Financial and Implementation Manuals;
- Develop Funds Flow Projections in collaboration with the team;
- Monitor and analyse project spending and commitments;
- Monitor payments against contractual obligations;
- Assure that invoices are submitted to donor in a timely manner;
- Develop and maintain excellent filing system for electronic and hard copy files;
- Drafting collaborators agreements / invoices for the collaborators;
- Train and mentor finance officer/assistants of SAC to build their capacity for financial management;
- Perform other duties as assigned or required by Project Coordinator.

Required Qualifications:

- Have academic degree in Finance, Economy, Accounting or Business and Administration Management and documented previous experience in similar assignments. A Master degree will be a preference;
- At least 4 years of relevant experience, preferably financial management and accounting, administrative and personnel administration in international agencies or donor funded projects;
- Have good knowledge of International Public Sector Accounting Standards (IPSAS), and International Standards on Auditing (ISA). Familiarity and experience in use of accounting software is a must;
- Knowledge of government contracting regulations in South Asian countries;
- Exceptional organisational skills with a proven ability to manage multiple competing priorities and keep track of many details;
- Experience with basic grant/contract administration;
- Strong analytical skills;
- Proficiency with Microsoft Excel/Microsoft office;
- Ability to work in a multicultural environment as a team player;
- Good interpersonal and communication skills.

Remuneration:

Monthly remuneration - US \$ 667.

General Information:

Preference will be given to a person having work experience in related field (*projects management and donor agencies*).

Application in prescribed form (*available at the SAC web site: www.sac.org.bd*) dully filled in by the applicant should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka-1215, Bangladesh on or before **25 February, 2021**. Only shortlisted candidates for the post will be contacted.

For any clarification, please contact Dr. Md. Baktear Hossain, Director, SAC, email: director@sac.org.bd or Mr. Kinzang Gyeltshen, Senior Program Specialist (NRM), SAC, email: kingyel@hotmail.com