

TERMS OF REFERENCE MPW/PMO

Post Title:	Senior Finance Specialist
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade B)
Work hours	Full time
Vacancy No	MPW/PMO/HR-022
Date of announcement	24 February 2021
Closing Date	9 March 2021
Gender	Male/Female

1.0 Background

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

2.0 Job Description

Leadership/Supervisory Role:

1. The Senior Finance Specialist leads the entire PMO Finance department, overseeing all activities of finance team and ensuring proper execution of functions. He also takes charge of the finance department supervising personnel and ensuring accurate execution of their duties.
2. Senior Finance Specialist is assigned to manage budget processes, which includes forecasting the business and ensuring complete, accurate and timely reporting from financial affairs together with balance sheet controls and interpretation and control of financial information.
3. Senior Finance Specialist is also responsible to manage payrolls and advance payments too. Furthermore, Senior Finance Specialist plays a leading role in improving the quality of financial systems and is accountable for overall business tax affairs.
4. In this position, he is also responsible for periodic reporting of the Ministry and managing strategic activities of Finance Department including, cash flow forecasts and bank shares. He also plays a trainer's role for professional development of the key finance personnel of the office and their preparation to fill his position in the future.

Financial Strategy/Analysis/Advising:

5. Senior Finance Specialist undertakes the leadership of on-time financial analysis to assist the management in evaluating the efficiency of incomes and the potential of cost effectiveness. He also advises to other departments of administration on financial issues.
6. He also conducts risks management and reviews overall financial policies and internal control procedures, and if necessary, makes the required changes. Senior Finance Specialist develops and leads weekly/monthly/annual planning processes to develop administration-level budget that is subsequently approved by government or donor.
7. Senior Finance Specialist also creates accurate forecast procedures that enables informed strategy formulation and department leadership.

Support/Collaboration/Relationship Management:

8. The role of Senior Finance Specialist is also a contributive role, he works closely with the external auditors, Finance and Accounting Directorate to ensure accurate reporting, maintain office's trustworthiness in expenses together obeying the Government Law.
9. He also makes communications with the Ministry of Finance, Asian Development Bank and stakeholders to develop plans and financial strategies that support the overall goal of the administration. In this cooperation, he also creates, monitors and measures the financial metrics. Additionally, the Senior Finance Specialist compiles and presents weekly/monthly/quarterly financial results to the Executive Directors, stakeholders and relevant authorities.
10. He also collaborates externally with government institutions and agencies, tax advisors, lawyers, consultants, as well as other service providers.

Knowledge and opportunity:

11. The Senior Finance Specialists keeps the Finance Department informed on changes in financial laws and regulations and ensures that all financial deals take place in accordance to the law across the administration. He also conducts researches and identifies better work opportunities by considering the financial objectives and risks.

Other Duties:

The Senior Finance Specialist performs similar duties and duties as delegated by the Program Director.

The Senior Finance Specialist shall have overall responsibility for financial management of the ADB financed projects. The duties and responsibilities will include, but not limited to-

1. Ensure maintenance of financial accounts and adequate records in respect of the ADB financed projects;
2. Ensuring timely expenditure reconciliation with the MOF;
3. Prepare annual contracts award and disbursements projections (ADB financial year) in consultation with the respective Project Managers and Supervision Consultants;
4. Prepare financial reports.
5. Prepare annual budgets for the projects (Afghan year)) in consultation with the respective Project Managers and Supervision Consultants;
6. With the assistance of the Finance team, seek clearance of the budget allotments from the Ministry of Finance;
7. The Senior Finance Specialist is responsible for the regular update of the of project budget and proposing re-allocations among project activities, where necessary (e.g., where there are savings or where the budget is exceeded). In addition, he is responsible for doing accounting and internal control to ensure that fund of the project is properly utilized.
8. Overall coordination for effective financial management of the ADB financed projects in Ministry of Public Works (MoPW).
9. Prepare Liquidation and Replenishment for ADB-Grants (Imprest Accounts) as and when needed.
10. Attend meetings within the Ministry or with Donor
11. Checking the accuracy of Purchase Orders (POs), Commitment Forms (CFs), B3 and FP, Budget Realignment B23, M16 and other budgetary forms required to be submitted to the Ministry of Finance;

12. The Senior Finance Specialist is responsible for establishing a comprehensive budgeting system including preparation of annual/ quarterly budgets for the project in collaboration with the Project Managers
13. Prepare annual contracts award and disbursements projections (ADB financial year) in consultation with the respective Project Managers and Supervision Consultants;
14. Prepare annual budgets for the projects (Afghan year) in consultation with the respective Project Managers and Supervision Consultants;
15. Review the conditions of the contracts, especially financial covenants, entered into between MPW and the contractors/consultants to ensure compliance, review the IPCs/invoices submitted by the Consultants/Contractors and recommend for payment;
16. With the assistance of the Finance team, maintain financial records for disbursements under various contracts and loans / grants;
17. Prepare monthly expenditure statements for various projects under various loans/grants;
18. Prepare project accounts and coordinate financial audit;
19. Ensuring compliance of relevant loan/grant covenants;
20. Coordinating with financial and information management team;

The Senior Finance Specialist will report to the Program Director directly.

3.0 Job Requirements:

Job Skill & Requirements:

The ideal candidate should possess preferably a Master's or equivalent degree with 5 years working experience or a Bachelor's degree with 7 years' experience, preferably in a similar position handling financial accounting, disbursements, contract management, handling impress account, preparation of budget, preparation of financial reports, preparation of project accounts and financial statements, coordinate audit of financial statements/project accounts, etc. The candidate should have a thorough understanding of ADB's financial management requirements for implementation of ADB (or other donor) financed projects, contract management (preferably FIDIC Conditions of contract), with good written and oral communication skills in English and having computer skills – (knowledge of working on MS Excel and MS Word).

Qualifications/Skills

A degree in a related field (Finance and Management);

Planning & Organizing - Ability to plan own work and manage conflicting priorities;

Communications - Good communication (spoken and written) skills, including ability to prepare written documents/communications;

Technology Awareness – Good computer skills using MS Office, Internet.

Teamwork - Good interpersonal skills and ability to establish and maintain effective working relations with people.

Fluency in English language is required;

Fluency in written and spoken Dari/Pashto is required;

Ability to draft letters in Dari/Pashto and English;

Ability to coordinate with senior officials.

Ability to multi-task and work under pressure;

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior Finance Specialist – MPW/PMO/HR-022) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at pmo.recruitment@gmail.com with a copy to adbafrm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 9 March 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

pmo.recruitment@gmail.com