

**TERMS OF REFERENCE**  
**FINANCE MANGER AT AGRICULTURE DELIVERY UNIT/PROJECT**  
**MANAGEMENT UNIT, SINDH WATER AND AGRICULTURE**  
**TRANSFORMATION PROJECT SWAT, HYDERABAD- SINDH**

**1. PROJECT BACKGROUND**

The project will help kickstart a transformation process that will boost resilience to future climate shocks, such as floods and droughts, through three mechanisms: (i) creating a modern integrated water resources management (IWRM) system; (ii) demonstrating proof of concept in increasing agricultural water productivity for selected farmer organisation (FO) subprojects; and (iii) adjusting key policies that will provide the enabling environment to scale up these successes in the future. A successful demonstration of significant increases in agricultural water productivity at the FO level will have a transformational impact, potentially leading to replication in other areas of Sindh. The project supports critical policy reforms by using the investment project financing (IPF) with Performance based Conditions (PBC) modality.

The project has started its six-year implementation period from January 2023 with the 4 major program components. Component 3 *Agriculture Incentives and Investments* will be the focus of this assignment which includes support for on-farm water management; smart subsidy to incentivize a shift to water-thrifty crops like horticulture, oils seeds and pulses; cost-sharing grants for farmers and SMEs to develop value chains of high value crops like horticulture; improve agriculture statistics management; modernization of market information management; improve management of salinity-affected lands and water; and help farmers adopt climate-smart agriculture practices and Component 5 *Agriculture Flood Emergency*: This includes support to farmers affected by the floods of August 2022 in their endeavors for restoration of crop cultivation through cash transfers. This is being implemented by ADU under Agriculture Department, Government of Sindh.

**2. OBJECTIVE:**

The objectives of the "Finance Manger" is to assist Project Director in various financial activities which include developing strategies for improving financial management and planning, establishing and maintaining project records, preparing financial reports, maintaining financial record, providing information for cost accounting statements, implementing accounting registration and control procedures, maintaining control of accounts, preparing annual budgets and performance audit reports, developing internal controls and analyzing financial data, completing audit work papers and reports, supporting external auditors.

**3. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES**

The Finance Manager shall be responsible for:

1. Develop strategies for improvement in financial management and planning on various programs and development projects in close collaboration with the senior officials and Heads of various Wings of Agriculture Department and ADU/PMU.
2. Manage Agriculture Department/ADU Recurrent, Development as well as Donors Loans and Grants under the supervision of PD of ADU and Agriculture Department.
3. Conduct financial analysis on programs and development schemes as well as recurrent budget of Agriculture Department/ADU especially those that will be implemented by private sector service providers ensuring that maximum benefits are accruing to the farmers at least cost to the Government.
4. Evaluate existing financial management and identify areas of non-compliance, weaknesses and inefficiencies in the system.
5. Establish and maintain project record, oversee disbursement and related control system, work with internal and external auditors.
6. Well versed with Foreign Funded Projects and its interfaces i.e. Client Connection and Prepare annual budgets and prepare expenditure records.
7. Develop periodic financial reports required by the donor i.e. IFURs, communicate with project components for the collection of expenditure, reconciled statements.
8. The matters related to project expenditure, reconciliation and other such matters.

- Assist in preparing and maintaining all financial records, scrutinizing the cost elements and computerizing the accounting system of the project.
10. Provide information necessary for the preparation of monthly, by-annual and annual cost accounting statements
  11. Responsible for the implementation of accounting registration and control procedures.
  12. Maintain proper control of the special accounts/assignment account: see to the preparation of payments, adequate bank statements, documentary proof availability for all disbursements.
  13. Prepare the draft annual budget.
  14. Prepare Annual Performance Audit Report of each Wing of the Agriculture Department and ADU for submission and consideration of senior management of Agriculture Department.
  15. Prepare Quarterly and annual financial Statements of ADU.
  16. Develop internal controls and collect financial data, provide internal financial control information, analyzing it and summarize trends.
  17. Complete audit work papers and memoranda by documenting audit tests and findings. Communicate audit progress and finding by providing information in status meetings highlighting unresolved issues, reviewing working papers and preparing final internal audit reports.
  18. Support external auditors by coordinating information requirements and collecting relevant information from respective Wings of Agriculture Department as well as Program and Project Directors.
  19. Meet the financial reporting requirements of the Donors Funded as well as World Bank's SMART Performance for Results programs.
  20. Develop and design performance indicators as well as key monitoring indicators and financial reporting requirements in collaboration with IT Advisor and M&E Specialist.
  21. Carrying out any additional tasks assigned to him or her by the PD of ADU.

#### **Prescribed Qualification and Experience**

1. Qualified Chartered Accountant duly recognized by Institute of Chartered Accountants of Pakistan or MBA Finance from a reputable HEC recognized institute.
2. 10 years or more experience in accounting, internal controls and audit and financial audit with reputable national or international firms/organizations
3. Development Sector experience will be an added advantage.
4. Ability to perform quantitative data analysis.
5. Demonstrated fluency in written and spoken English, Urdu & Sindhi.
6. Must not be more than 45 years of age.
7. Educational qualifications and experience shall not be relaxed under any circumstances.

#### **4. EXPECTED OUTPUTS & DELIVERABLES**

- I. Develop strategies for improvement in financial management and planning on various programs.
- II. Conduct financial analysis.
- III. Establish and maintain project record, oversee disbursement and related control system, work with internal and external auditors.
- IV. Develop periodic financial reports required by the donor
- V. Implement accounting registration and control procedures.
- VI. Prepare Quarterly and annual financial Statements
- VII. Prepare annual budgets and prepare expenditure records.