



## Terms of Reference (TOR) of **Accounts and Finance Officer**

### **1.0 Background**

BASTOB Initiative for People's Self-Development is going to implement a sub-project titled 'Promoting sustainable growth in the Metal products (Electric item) sub-sector through RECP practices' as part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' Project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Metal sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and BASTOB Initiative for People's Self-Development.

### **2.0 Sub-project Objectives**

1. Ensure proper resource utilization of MEs in an efficient way.
2. Boost productivity with appropriate technology.
3. Develop capacity of MEs for climate resilient sustainable business.

### **3.0 Sub-project Working Areas**

The sub-project will be implemented across Keraniganj, Dhaka South city corporation under Dhaka districts.

### **4.0 Duration**

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

### **5.0 Duties and Responsibilities**

The 'Accounts and Finance Officer' will work under the direct supervision of the Project Manager and will undertake the tasks and duties to assist implementation of the sub-project. The specific tasks are, but not limited to, as follows:

#### **Maintaining Accounts**

- Maintain sub-project accounts in accordance with International Accounting Standard (IAS), on a 'going concern' basis under Generally Accepted Accounting Principles;
- Maintain separate books of account on an accrual basis under historical cost convention;
- Prepare monthly/annual financial statements incorporating disclosure on income and expenditure, receipt and payment, and financial position of the sub-project along with other notes and relevant information;

#### **Fund Management**

- Monitor the flow of funds from the PKSF to sub-project and sub-project to microenterprise to ensure that appropriate procedures are followed;
- To ensure a smooth flow of funds from the sub-project to Microenterprise level for sub-project implementation;
- Ensure that adequate internal control and arrangement are in place for proper utilization, management, and accounting of funds;

#### **Budget and Financial Reporting**

- Prepare yearly/half-yearly detailed sub-project budget in line with the procurement plan and other relevant work plans;
- Prepare the budget of a new cost proposal, training, and other sub-project activities;
- Ensure that shared cost amounts are budgeted for each proposal of the sub-project;
- Prepare monthly financial report and half-yearly reimbursement bill for the sub-project;

#### **Sub-project Monitoring**

- Ensure strong monitoring system of the sub-project through frequent field visits;
- Review external and internal audit report along with management letter of the sub-projects;

#### **Administration and Procurement**



- Ensure that the project procurement rules are complied with the sub-project procurement;
- Prepare and regularly update the procurement plan(s);
- Manage logistics and procurements;
- Verifying current inventory levels and keeping records to prevent inventory gaps;
- Overseeing the day-to-day administrative tasks.

#### **Others Responsibilities**

- Maintain the sub-project bank account and prepare monthly bank Reconciliation Statements;
- Maintain liaison and coordinate with SMART-PMU of PKSf regarding accounts and budget;
- Support internal audit section for internal audit and support external auditors with necessary information of the sub-project;
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the [PO Name].

#### **6.0 Academic Qualifications**

- The ideal candidate should possess a minimum of a four-year undergraduate degree/ BCom. (pass) with master degree in Accounting or Finance from a UGC-approved university. (Third class or similar grade in any level of academic career is not acceptable.)

#### **7.0 Experience**

- The candidate should have a minimum of four (4) years of work experience in financial management within a reputable organization, preferably within development organizations in Bangladesh. (Only full-time work experience after graduation will be considered).
- Relevant working experience with PKSf or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

#### **8.0 Age Limit**

- Maximum 45 years of age on the last date of application.

#### **9.0 Salary and Allowances**

- Monthly consolidated salary is BDT 50,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.