

Government of the People's Republic of Bangladesh  
Ministry of Local Government Rural Development & Cooperatives  
Local Government Division

**Terms of Reference (TOR)**  
for  
Accounts Manager (Financial Management Analyst) for  
Bangladesh Rural Water Supply and Sanitation Project (GoB-WB)  
Project No: BD-5075

**Department of Public Health Engineering**

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## 1. SCOPE OF SERVICE:

Department of Public Health Engineering (DPHE), under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C), is the Implementing Agency, with overall project management provided by the Project Management Unit (PMU), headed by a Project Director. The PMU is mandated to manage the project in keeping with the Borrower's obligation to use the project fund with due regard to economy and efficiency and only for the purpose for which project financing was provided.

The overall responsibility of the Accounts Manager (Financial Management Analyst) for Bangladesh Rural Water Supply and Sanitation Project is to establish and operate the Accounts system in the project. As a part of his duties, he/she will assist the Project Management Unit (PMU), BRWSSP, DPHE to maintain register, books and other records, Facilitate classification and analysis of financial information, Check and verify bills and Cheques, Prepare document for timely replenishment of donor's fund, Assist Sr. FMS in preparing annual budget, revised budget and financial plan and annual and quarterly disbursement forecast, Liaise with Accounts Officer (GOB) and both external and internal auditors for facilitating smooth implementation of the project activities. S/he will work under the guidance of the Sr. Financial Management Specialist maintaining liaison with the Project Management Unit (PMU) and consulting firm(s).

## TASKS

- Maintain the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Prepare quarterly financial reports [expenditure and revenue] for the GOB and quarterly Interim Unaudited Financial Reports for the World Bank
- Process withdrawal applications prepared for draw down of the World Bank funds for all activities.
- Review and verify accuracy of information on payment vouchers for signing of checks.
- Verify and ensure the availability of funds before checks are written.
- Prepare payment vouchers before cheques are written for all Projects.
- Manage Project expenditures, ensuring full compliance with project rules and procedures
- Assist in the Preparation of Budget estimates/allocation for Project activities.
- Prepare monthly/quarterly/annual reports as needed.
- Review accuracy of payment vouchers and cheques.
- Review, verify and certify monthly, quarterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements.



- Assist in the preparation and updating of the Project Operational Manual/ Financial Management Manual
- Review receivables and payables and ensure prompt settlement of payables to the Project's suppliers and contractors.
- Attend Project review meetings.
- Monitor closely the work of the team involved in the maintenance of the Cashbook.
- Build financial management capacities within the Unit
- Review and certify receipts and cash transfer sheets regarding Sale of Tender documents.
- Develop chart of accounts to capture financial data appropriately
- Procure and operationalize computerized accounting system for the project for accurate and timely management of financial resources
- Prepare disbursement forecast on a monthly/ quarterly/ yearly basis for the project
- Ensure that all policies and procedures are in compliance with funding source policies, procedures and requirements and review the efficacy of internal controls in place and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption.
- Ensure that the computerized fixed assets records are maintained in the PMU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records.
- Assist the PD in ensuring that all financial information is included in the Project's web site.
- Attend entry and exit meetings with FAPAD auditors , facilitate timely completion of audits by arranging timely submission of annual financial statement in 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.
- Finalize the TOR for internal audit in consultation with IDA
- Provide necessary cooperation to the Project Audit Committee (PAC)
- Participate in Project Procurement/Tender Committee meetings and activities; assist/advise the PD in all financial matters as and when required,
- Advise and maintain all concerned in complying with the latest income tax and VAT deduction rules and tax certification.
- Supervise Accounts Officer (s) and other accounting staff of the project and will provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan.
- Any other duties assigned by the Project Director/Sr. FMS/FMS.

## 2. Duration of the assignment:

*The duration of the assignment will be throughout the project's duration of 30 months. But this will depend on performance of the individual in the position.*

## 3. Educational Qualifications and Experiences:

### *The ideal candidate*

- Master of Commerce in Accounting/Finance or MBA with major in Accounts/Finance. Member of ICAB/ICMAB with experience of donor aided project will get preference.
- Minimum 8 years of relevant experience in the field of accounting and financial management in supervisory level.
- Is fully conversant with Computerized Accounting System and has the ability to assist in implementation and customization; Skills in software installation and troubleshooting will be added advantages.
- Strong organizational and planning skills with the ability to work independently as a team player and under pressure
- Strong interpersonal communicative skills, experience in team leadership and participatory management.
- Ability to train the project staff on financial management system.
- Age is preferably below 50 years.

## 4. Remuneration

The Accounts Manager (Financial Management Analyst) will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the **Project Director**.

