

Terms and Reference – Project Accountant

1. Make arrangements to obtain the necessary funds from the ADB impress account;
2. Establish and maintain impress and other accounts acceptable to the government and ADB;
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines;
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements;
5. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services finance out of the loan proceeds and out of local funds;
6. Assist the Deputy Project Director in preparation of disbursement plans in accordance with the Project Administration Manual
7. Prepare quarterly financial forecasts and requests for advancement of funds
8. Prepare budget estimates for all project activities, trainings/workshops/seminar
9. Review, arrange payment, and record all the project expenditure's vouchers in accordance with financial regulations of ADB and the Government
10. In-coordination with PMU/PIU summarize project expenses and prepare periodic financial reports and statements as required by GOSL/ADB and for other relevant units, entities and authorities
11. File all financial documents and prepare necessary facilities and support to work with audit agencies (General audit, Internal audit and ADB audit) or financial inspection agencies as required. Attend periodical audit reviews arranged by the PMU.
12. Provide guidance and update project staff at the PIU on financial and accounting procedures, regulations, reporting and record keeping.
13. Work closely with the Project Finance Manager (PMU) and Project Internal Auditor (PMU) to facilitate implementing project related activities per GOSL/ADB rules, regulations, guidelines and procedures
14. Closely liaise with PMU and PIU staff regularly to facilitate in executing accounting functions
15. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director