TOR for engagement of Accounting Officer in State Project Management Unit of FAO-GEF assisted Green Agriculture Project in Uttarakhand

ToR Ref No.: 05/GEF-6/2020-21

A) SPMU- Accounting Officer

1. Number of post : **1 (One)**

2. Duty Station : SPMU Office

3. Pay : 40,000 INR per month (Negotiable) with annual performance incentives @ 0%, 5%, 8% of the base remuneration based on performance indicators

4. Contract Duration : 11 months contract, extended based on performance and availability of Budget.

5. Essential Qualification

5.1 Educational:

- Bachelors/ Master's degree in Commerce/ Accounting & Finance/ Public Administration/ Business Administration with specialization in Finance/ Accounting.

5.2 Experience:

Essential:

- Bachelor's degree with 10 years and Master's degree with 6 years of relevant experience in an accounting position, Good financial planning, budgeting.

Desirable:

- Working Experience in External Aided projects
- Experienced in documentation and presentation using MS Office software.
- Working knowledge of English
- Working knowledge of Hindi.
- Any other qualification/training in Accounting/Procurement.

6. Duties and Responsibilities: Under the direct supervision of the State Project Director, and in regular consultation with the State Technical Coordinator, SPMU the Accounting Officer will undertake the following duties.

- Prepare and provide financial reports as per FAO requirements.
- Prepare and obtain approval from FAO for all documentation needed to hire consultancy services and limited acquisition of equipment necessary to provide the services, ensuring that procurement processes comply with the Operational Partners Agreement.
- Maintain accounting and financial controls, including adequate support documentation, filing systems for verification by FAO and external auditors, and ensure compliance with all FAO monitoring and financial reporting requirements as established in the Operational Partners Agreement between FAO and OP.

- Work closely with SPD to ensure smooth and timely fund flow to the GLIUs.
- Supervise the GLIU Accountant.
- Coordinate with NPMU and GLIU Accountant for timely compilation of reports and expenditure statements.
- Provide information on co-financing to the NPMU.
- Coordinate with vendors for obtaining quotations for procurement, AMCs (Annual Maintenance Contracts), printing and publication of documents, reports, brochures, photocopying and any other jobs. Procurement of goods will be made in the best interest of the office and with approval from the Team Leader.
- Process travel requests and payments into the system, based on the travel claims of SPMU and GLIU.
- Process equipment requests for projects and release of payments.
- Manage double entry accounting system for SPMU and GLIU related financial transactions.
- Assist the State Technical Coordinator in the recruitment process and issuance of contracts.
- Verify availability of funds under each budget line; and ensure that project expenditures are in accordance with approved/available budgets.
- Manage project financial records and monitor project accounts on a daily basis in close coordination with the Team Leader and FAOR Office.
- Assist the NPMU and BH office in the implementation of the Risk Mitigation and Assurance Plan as required under the Operational Partners Agreement.
- Prepare and submit financial reports to NPMU on a monthly basis.
- Assist the State Technical Coordinator in preparation of annual budgets for the project.
- Manage the office's petty cash and cash box.
- Undertake any other duties, as required.

5 Key Performance Indicators:-

Expected Outputs	**Required Completion Dates**
• Tasks Described above Carried out satisfactorily and certified. • Monthly report/ final report and attachments submitted and cleared.	• Monthly/ final report- upon completion of the assignment.