

III. FINANCE CONSULTANT

Duties and Responsibilities:

The role would entail the following responsibilities:

1. Maintain the accounting system for the project, utilizing standard accounting procedures, which will ensure documentation and recording of sources and uses of funds
2. Prepare quarterly financial reports and quarterly financial reports and quarterly financial management report for GFATM Project Budgetary Control and inputs into Project Progress reports
3. To render financial advice to states on all financial matters
4. Prepare quarterly status reports for implementing agencies/SR
5. Prepare quarterly financial reports and quarterly Financial management report for GFATM project. Budgetary control and input into Project Progress reports
6. To render financial advice to the states on all financial matters
7. Prepare quarterly status reports for implementing Agencies/SR
8. Prepare interim unaudited reports
9. Review and verify accuracy of information on payment vouchers for signing of checks
10. Verify and ensure the availability of funds before checks are written
11. Manage project expenditures, ensuring full compliance with project rules and procedures agreed between GFATM
12. Assist in the preparation of budget estimates /allocation for Project activities
13. Prepares month/quarterly/annual reports for donor agencies
14. Review, verify and certify monthly, quarterly annual and special financial statements and reports, including expenditure reports and bank reconciliation statements
15. Assist in the preparation and updating of the Project Operational Manual
16. Attend Project review meetings with donor agencies and implementing partners/SR's
17. Any other duties assigned by DDG

Qualifications / Experience:

- Graduate/Post Graduate university degree in Finance / MBA/CA/ICWA

- 5-8 years of relevant work AFTER QUALIFICATION preferable in Govt. /Public Sector in accounting, including analysis financial reporting, budgeting and financial software and reporting systems.

Skills & Competencies:

- Strong management, negotiation skills and excellent donor cultivation skills.
- Strong analytical background with organizational skills (e.g., budgeting, financial management)
- Ability to work as a team player in a multi-cultural environment.
- Working knowledge of computers including MS Office package, essential.
- Technical expertise in the areas of overall programme management and planning.
- Capability to function collaboratively and productively in a multidisciplinary environment.
- Ability to represent the NACO during interactions with relevant stakeholders, civil society and other agencies.
- Ability and willingness to travel extensively.

Languages:

Proficiency in spoken and written English is essential