

**TERMS OF REFERENCE (TOR)**  
**Financial Management Specialist**  
**Project Coordination and Management Unit (PCMU), MEF (EA),**  
**Cash for Work Program for Rural Development**  
**And Livelihood Enhancement Project**

**12 person months (Intermittent Basis)**

**Objective and Scope of the Assignment**

The Financial Management Specialist and through the leadership over the team of PCMU will be responsible for the management and coordination of the overall project finances and financial reporting within the PCMU of the Ministry of Economy and Finance (MEF) (EA); in coordination with all PIUs and PDs/ PPIUs (IAs) and with other agencies involved. Under the supervision and overall guidance of the Project Manager the specialist will work closely with the Procurement and Contracts Management Specialist, with the Engineers team, with the Procurement Review Committees, and with the PCMU staff coordinating project activities with PIUs and PDs/ PPIUs (IAs) to manage project accounts and financial reporting following the Project procedures. The specialist will report to the Project Manager and the Project Director, on all financial matters relating to the Project.

**Minimum Qualification Requirements**

The specialist will have at least a Bachelor's degree combined with a proper professional accreditation in related financial management and accounting systems (or equivalent), and at least 8 (eight) years of relevant professional experience. The Consultant is required to have at least 5 (five) years of work experience on public sector projects in the same professional areas and with similar responsibilities, as mentioned below. Substantial working experience in financial management of the Government projects at national and sub-national levels; and/or experience with the RGC Implementing Agencies/ Ministries in a professional support capacity, will be an advantage. The specialist will be familiar with the Government financial and accounting management regulations, IRPP, [SOP] and RGC/ MEF disbursement procedures. Demonstrated advanced computer skills related to the financial management and accounting systems are required. Good English language skills, and ability to maintain work communication with both international and Cambodian staff are preferable.

The position will be based at the MEF/ PCMU office in Phnom Penh with periodic field supervision visits to the targeted provinces under the Project Components. The input will be for 12 months, from August 2017 to October 2018.

He/she will be responsible for:

- (i) ensuring provision to PIUs and PDs/ PPIUs (IAs) and other agencies involved support, advice, guidance and all documents necessary for the successful Project implementation;
- (ii) ensuring efficient preparation and update of the Project Financial and Budget Plans, in line with the Project implementation schedules; along with the assessment of project budget requirements, annual ceilings, cash flow projections and cost estimates; conducting coordination, problem-solving, monitoring and control in scheduling and progressing with all financial management actions required in accordance with the Project plans;
- (iii) ensuring effective financial management support to the Project operations at the national and sub-national levels; coordinating the opening, management and maintaining the Project Designated Accounts (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> generation) for efficient project implementation; including the preparation of monthly bank reconciliations;

- (iv) ensuring the proper establishment and maintaining sound finance and accounting systems throughout the project; managing and coordinating finance and accounting records for the project; ensuring that all expenditure supporting documents are well-classified and maintained;
- (v) supervising and ensuring coordination in maintaining the books of accounts, as appropriate; monitoring the project cash flow accounts, and management of the daily cash transactions at the PCMU, PIUs and PDs/ PPIUs;
- (vi) Review and check replenishment/initial advance request from PIU;
- (vii) Liaise with the PIU and monitor the cash flow in relation to the project activities;
- (viii) Ensure that all expenditure supporting documents are well-classified and maintained;
- (ix) managing and coordinating preparation of the imprest accounts reconciliation; as well as preparation of the financial statements of the project accounts; consolidating the financial statements of the project;
- (x) coordinating financial aspects in all activities to ensure project expenditure commitments as per the List of Sub-Projects and other contracted project activities approved; liaising with the implementing agencies; coordinating and monitoring the timely cash flow in relation to the project activities;
- (xi) reviewing and recommending approval of payments for the cash payment release, invoices and Interim Payment Certificates (IPC) due following the requests submitted under the CfWP Sub-Projects; the Civil Works and other Contract Agreements implemented within the overall project scope;
- (xii) managing, reviewing and checking withdrawal applications from the EA and IAs for disbursement; managing preparation of consolidated withdrawal applications;
- (xiii) ensuring efficient support to the conduct of investigation of the irregularities, variations, delay and Force Majeure cases reported in contracted Sub-Projects' works; and in the implementation of other activities contracted under the Project; processing the possible claims; evaluating the situation, issuing recommendations and undertaking appropriate measures, including the right to delay/ terminate the cash distribution process and/ or suggest a PDs/ PPIUs to return funds back;
- (xiv) ensuring the use of various reporting requirements and monitoring forms by the project to collect and secure financial information; along with maintaining the project fixed asset registry;
- (xv) coordinating technical support in respective aspects of the preparation and issuance of the Consolidated Project Progress Reports, the Project Completion and Outcome Evaluation Report; along with the preparation by agencies involved of their quarterly and annual financial reports, and preparing the Consolidated Project Financial Report on a semi-annual and annual basis;
- (xvi) assisting the EA and the IAs with the updating the respective aspects, as necessary, and implementing use of its manuals and guidelines for project planning, implementation and procurement and ensuring these are all in line with RGC guidelines on these subjects;
- (xvii) ensuring the efficient provision of on the job training to the staff members of PIUs, PDs/ PPIUs in relevant aspects of the financial and accounting management, including maintaining the appropriate accounting systems; financial records and reporting; efficient implementation of the Project financial procedures; and

- (xviii) undertaking any other financial management and coordination activities, as necessary, and assigned by the Project Manager and the Project Director.