

## Terms of Reference and Scope of Services of the Financial Management Specialist/Accountant

**Title of position:** The Financial Management Specialist/Accountant  
**Project title:** The LLF-Project for Improving of Maternal, Neonatal, and Child Health in the Four Districts of the Khatlon Region of the Republic of Tajikistan  
**Project No.:** TJK1029

**Background:** The Ministry of Health and Social Protection of Population of the Republic of Tajikistan has received financing from the Islamic Development Bank (IDB) respectively, in the amount of USD 23,000,000 to finance the LLF-Project for improving maternal, neonatal and child health services in the four districts of the Khatlon region of the Republic of Tajikistan».

**The Project objectives are:** i) Enhancing availability/accessibility of Maternal, Neonatal, and Child Health (MNCH) services; ii) Institutional and human resources capacity building in the targeted health facilities; iii) Improving public awareness and health-seeking behavior; and, iv) Establishment of a functional referral system in the Khatlon region.

**Project Components:** The Project comprises the following components: i) Provision of equipment and medical supplies and civil works for construction/rehabilitation of hospitals/clinics; ii) Inter-related studies and training courses for supporting institutional and human resource capacity building; iii) Community mobilization and awareness campaigns; and, iii) Support to the Project management.

A dedicated full-time Project Management Unit (PMU) is established within the Ministry of Health and Social Protection of Population of the Republic of Tajikistan (hereinafter called "the Ministry") to ensure efficient management of the project and implementation of the Project within its scope/timeline.

To provide financial management support and maintain the accounts of the Project, a financial specialist/accountant will be recruited and based at the Project Management Unit (PMU). The Accountant will be part of the PMU and will report to the Manager of the PMU.

### **Scope of Work of the Financial Specialist/Accountant:**

The Project Accountant will report directly to the PMU Manager. S/he will:

- Maintain project financial statements and accounting of all financial resources within the framework of the Project;
- Manage disbursement related issues and the withdrawal applications;
- Correct, complete and error-free accounting and reporting and timely submission of the project financial reports;
- Manage external audit of project financial statements and follow-up on audit recommendations;
- Organize necessary conditions for the comprehensive functioning of the project accounting;
- Checking the correctness of the cash flow and reconcile daily cash reports;
- Work Closely with suppliers, contractors and consultant for settlement of payments;
- Timely submission of regular accounting reports to the relevant state institutions;
- Preparation and submission of the annual balance sheet;

- Timely preparation of annual financial plans and cost estimates;
- Liaise with IsDB/GPE focal points on finance-related matters;
- Participate in financiers' trainings and technical discussions on financial and disbursements procedures;
- Control the PMU bank accounts, maintain the account cash flow and balances, prepare reconciliation reports, liaise with bank representatives on related matters.
- Any other related assignment by the PMU Manager.

#### **Qualifications:**

The Project Accountant will have the following competencies and qualifications:

- Master Degree related to accounting or first-level university degree with 2 additional years of experience;
- Minimum five years of experience in the project financial management. The experience of working with international financial institutions (IFIs) will be an advantage;
- Experience and knowledge of project financial management policies of international financial institutions;
- Fluent in Tajik and Russian language. Knowledge of English language will be an advantage.
- Adequate computer skills and experience of working with accounting software;
- Result-oriented with the ability to deliver results within the specified timeframe.

#### **Competencies:**

- Communication skills: the ability to communicate appropriate, concise and accurate information in written and verbal formats;
- Concern for accuracy and attention to details: the ability to ensure and maintain a high degree of accuracy and quality in work, including work under pressure and multiple assignments;
- Problem solving: ability to make reasonable judgment and take initiative in all operational processes and propose practical and realistic solutions to address them;
- Planning and organizing: ability to operate independently with minimum control, prioritize and schedule workload. Effectively manage high volume of multiple tasks;
- Team work: building effective communication and relationships both within and outside the team. Sharing knowledge, information and best practices with others;
- Results orientated: ability to ensure the goals and operational targets are achieved and exceeded;
- constantly seeking to improve operational processes.

#### **Contractual conditions:**

- The duration of the contract will be for the project implementation period (up to 4 years), subject to annual performance evaluation.
- The salary will be paid monthly in accordance with the agreement to be signed with the Ministry and salary scale of the PMU agreed upon by the Ministry of Finance.
- The position may require travel to the project sites around Tajikistan. Travel expenses such as per diem, accommodation, etc. will be reimbursed as per appropriate procedures.
- The Accountant will be provided a working place by the Ministry in Dushanbe city.

**Required documents:** i) CV and cover letter in Tajik & English; ii) University diplomas and transcripts (along with English Translation); and, iii) Copy of professional certificates along with English translation, if available.