

TERMS OF REFERENCE

for

FINANCE OFFICER

THE PROJECT

The Global Fund for AIDS, TB and Malaria (GFATM) has approved Round-9 HIV Grant for Pakistan which will be implemented by National AIDS Control Program (NACP) and Nai Zindagi Trust (NZT) as Principal Recipients (PRs). The PRs will be responsible to implement various objectives of the overall Grant.

NZT is required to implement activities under objective 1 - *Scale up comprehensive HIV prevention and harm reduction services to 28,000 IDUs, 8,600 spouses and partners of IDUs in 24 selected districts of Sindh and Punjab Provinces*. The project will be implemented with the help of sub-recipients (SRs) who will be directly involved in reaching out to street-based injecting drug users for delivery of defined HIV prevention and harm reduction services.

SPECIFIC ACTIVITIES

MONITORING OF SRs AND CoPC SITES

- Conduct Sub Recipients (SRs) and CoPC sites visits according to financial monitoring plan.
- Preparation of Monitoring reports (referred with supporting obtained) and submit to Director Finance for review.

ON SITE VERIFICATION OF VOUCHERS AND BOOKS OF ACCOUNTS OF SUB-RECIPIENTS/ IMPLEMENTING PARTNERS

- Verify vouchers and ensure necessary supporting documents are attached
- Verify postings of transactions in Quick Books ensure correct classifications are made and identify rectifications, if any and ensure closing entries are made
- Seek feedback from Director finance about classification of expenses in case of ambiguity
- Monitor the expenditures to ensure that program funds are utilized appropriately
- Verification of bank reconciliation statement

ON DESK VERIFICATION OF SUB-RECIPIENTS/ IMPLEMENTING PARTNERS

- Forward Sub-Recipient's/ Implementing Partner's verified disbursement request to Finance Officer for preparation of disbursement voucher.
- Verify monthly/quarterly reports/ disbursement request/ Bank reconciliation statement and other documents received from Sub-Recipients/ Implementing Partners
- Verification of monthly report submitted by SRs in respect of following:
 1. Are they arriving on schedule?
 2. Do they contain the right level of detail to allow adequate review?
 3. Verify all costs are allowable, allocable, and reasonable and are according to budget
 4. Ensure all costs were incurred within the period of performance of the sub award
 5. Confirm that expenses are aligned with technical progress
 6. Cost sharing is appropriately reflected, if required

FILING

- Maintain monitoring file with relevant referred evidences
- Maintain file of Management Letters issued to Sub-recipients/ Implementing Partners.

QUALIFICATION

- Articleship from reputable Chartered Accountancy firm
- Experience in audit of NGOs/development sector during articleship.