



Vacancy Announcement: Post of Project Finance Assistant (Project Implementation Unit)

Plastic Free Rivers and Seas for South Asia Project

Implemented Under

The South Asia Co-operative Environment Programme (SACEP)

SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka in 1982 to promote and support protection, management and enhancement of the environment in the region.

The Project Implementation Unit (PIU) has been established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it is able to establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards.

The PIU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. The PIU will recruit specialized consultants necessary for above areas & also for any other specific technical assistance for overall implementation of activities. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

Key Tasks

Based on the detailed Time of Reference (TOR), the Finance Assistant shall be mainly responsible for:

- Prepare disbursement applications' and manage the Designated Account on the designated duties;
- Assist in preparing an annual/quarterly budget, corresponding with the proposed procurement and work plans;
- Liaise with Finance Management Specialist and Project Staff involved in the project on preparation of reports and budgets, as well as project forecasts to ensure timely implementation and completion of the project component activities;
- Receive and review all the invoices, bills, BOQ's and Estimates with supporting documentation, matching all invoices received and generating payment vouchers for preparation of cheques and bank transfers to suppliers, service providers and grantees.
- Create and maintain comprehensive project documentation and filing accessible to the Finance Management Specialist and other stakeholders of the of the PLEASE Project;

- Assisting the Finance Management Specialist in preparation of the project's quarterly Interim Unaudited Financial Reports (IUFR) and providing inputs into the Monthly/Quarterly Progress Report and Annual Progress Reports (progress against planned activities, update on risks and issues, expenditures) for submission to the World Bank in line with project reporting requirements;
- Tracking and reconciliation of budgets to ensure that the project has an accurate account of available resources considering exchange rate fluctuations between the currency of the Designated Account and the Local Currency Account.
- Provide supporting documentation for external audits regarding payments, banking, and reporting.
- Data entry in to the accounting system, reconciliation of control accounts, bank accounts and advance accounts on periodical manner.
- Maintain vendor/suppliers' files clearly indicating the serialization or other form of filing;
- Communicating with suppliers on various issues relating to payments, payment confirmations and receipts for payments;
- Maintenance of the assets register for the SACEP – PIU unit through, data input in the asset register, reconciling Assets Register with Ledger, assets verification, running asset register and ledger reports;
- Perform any other project-related activities as may be requested by the Finance Management Specialist from time to time.

Required Qualifications, Expertise and Competencies

Eligible candidates should have the following minimum qualifications, experience, and competencies:

- Bachelor's degree in Accounting, Business or other relevant/equivalent academic discipline;
- Part qualification of recognized professional accounting qualifications (CA/CIMA/ACCA)
- At least 3 years of work experience in project related field;
- Proven work experience within international development agencies or related organizations;
- Financial analysis skills and experience
- Proficiency in Sinhala/Tamil and English, is a must (oral and written);
- Teamwork: Demonstrated ability to work in a multicultural environment, good interpersonal skills and ability to work with minimal supervision;
- Adequate experience in the relevant accounting software is a requirement;
- Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint); Skills in Timberline will be appreciated.

Schedule

This is a position on a contract basis. The service is initially for one year. The contract is renewable, subject to satisfactory performance, as recommended by the Project Director. There will be an initial performance review by the Project Director and Director General of SACEP and the management after six months. Thereafter, there will be an annual performance evaluation.

Salary

An appropriate compensation package commensurate with qualifications & experience will be offered to the right candidate.

Application procedure

Application containing all relevant information and references should be sent to reach the under mentioned by email on or before 22nd March 2024. The short-listed candidates will be called for interview.

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