

## **TERMS OF REFERENCES FOR FINANCE EXPERT**

<b>Job Title:</b>	<b>Finance Expert</b>
<b>Location:</b>	PMU UkPFMS Uttarakhand, Dehradun
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Project Director, PMU, UkPFMS, Uttarakhand, Dehradun
<b>Responsible for:</b>	Strengthening of Public Financial Management, Treasury and Internal Audit System

### **BACKGROUND:**

The Government of Uttarakhand (GoUk) though has been implementing reforms to strengthen Public Financial Management (PFM) systems, processes and procedures in the state for better governance, efficiency in service delivery, and making government more accountable and transparent.

GoUk has sought technical and financial assistance from World Bank to support the expansion and deepening of the ongoing PFM reform plan so as to synchronize it with standard Global Public Financial Management Practice. For this purpose, GoUk has approached the World Bank. The World Bank have consented to finance the project titled “Uttarakhand Public Financial Management Strengthening Project. The Project Development Objective of the PFM project are improved accountability, and transparency in the management of public finances and enhanced effectiveness of revenue administration

**Purpose of the Job:** Support the PMU/Finance Department of GoUK in reviewing the existing internal systems and processes of the various Departments and develop improved processes to ensure that the overall financial management system of the GoUk is strengthened and robust. The expert will also build the capacity and transfer know how to the staff of FD

### **Person Specification:**

**Qualification:** *as mentioned in the advertisement against the posts.*

**Experience:** More than 10 years’ experience in Public Finance, Audit, Revenue Generation in Government.

- Sound Knowledge of the Financial Rules, Financial Handbooks, Financial Government Orders of GoUK , Internal and External Government Audit and WB procurement procedures and processes.
- Sound knowledge of public Finance, Cash and Debt Management, Public Borrowings

- Can demonstrate IT skills including experience of MS Word, MS projects and Internet Explorer
- Proficient in English and Hindi and able to write reports in both languages

### **Scope of Work**

The Financial Management Consultant will provide support to the PMU/Finance department of the GoUK, to ensure that there are adequate financial management systems in place both at various Administrative Department, Directorates and units and (where relevant). The Consultant will guide the implementation of the Financial reforms, whilst working closely with and building the capacity of the FD department.

As such, a Financial Management Advisor is required to assist in the process of Financial Management as well as to consolidate the capacity of the Finance and other relevant staff by mentoring and working alongside them.

The FM Specialist will also ensure that sound technical practices and methods are applied, and available and necessary data are collected and used when carrying out the assignment. The consultant shall work in close consultation with the Finance Department and the Project Director of the PMU, UKPFMS. As part of his/her assignment, the FM Specialist is expected to conduct training for FD employees and work towards building capacity of the FD on Financial Management and other relevant staff within the FD.

### **Expected Results/Final Deliverables:**

More specifically, the consultancy shall consist of providing support to the FD to:

- Introduction of medium-term budget planning and the creation of a proposed Medium-Term Sector Expenditure Framework designed to link policy, planning and budgeting;
- Ensure proper management and disbursement of funds following a sound accounting, budgeting, financial control and audit procedures acceptable to the Government of Uttarakhand.
- Preparing monthly, quarterly and annual financial reports as MIS for the FD for Expenditure Control, Revenue Generation etc.
- Develop system database to track funding and expenditure of various Administrative Departments
- Undertake study of various Revenue Generation Department in relation to revenue generation, leakages in revenue system, recommendation for enhancement of revenue generation.
- Undertake study of major Departments as recommended by FD for Business process Re-engineering.
- Evaluation of Commitment based accounting in Government Departments to determine the commitments of on-going Projects.

- Put in place the necessary procedures, practices and training to fill capacity gaps and strengthen the Public Finance Management , accounting and auditing of Urban Local Bodies and Rural Local Bodies of Government of Uttarakhand
- Work with the PFMS short term consultants for various projects to review and redesign the financial management
- Support internal audit of the existing financial management systems, procedures and practices and identify capacity gaps and areas which may require improve strengthening;
- Put in place the necessary procedures, practices and training to fill capacity gaps and strengthen the PFMS of Government of Uttarakhand
- Ensure that technical work being supported/undertaken with its main counterparts in government is followed through in an orderly and sustained manner to achieve effective results.
- Together with other project experts, manage other short-term non-key expert technical assistance brought in under the project to support delivery of the work plan activities
- Any other task assigned by the reporting authority/management.