

Term of Reference (TOR)
For Engagement of Project Accountant for BRRP

Position: Project Accountant
Number of position: One (01)
Name of Project: Bihar Rural Roads Project
Place of work: Patna, Bihar
Duration: Full-time, 1 year, Contract
Monthly Emolument: 50,000/- (Per Month)

◆ **Function and Responsibilities:**

1. **Function:** Under the administrative supervision and control of the Project Director (PD) and functional supervision & control of Finance Controller, the Project Accountant will carry out the all the accounting and financial work related with the EAP and state project.

2. **Responsibilities:**

a. Accounting Work

- i. Assist the Project Director in preparation of disbursement plans in accordance with the Project Appraisal Documents (PAD).
- ii. Prepare quarterly financial forecasts and Interim Unaudited Financial Statement.
- iii. To review and revise the project budget when required and periodically.
- iv. Coordinate with divisions to update all financial details on State MIS.
- v. Prepare budget estimates for all project activities, training/workshops/seminar.
- vi. Review, arrange payment and record all the project expenditure's in accordance with financial manual adopted by BRRDA and the Government.
- vii. Carry out procedures regarding GST, TDS and other taxes.
- viii. File all financial documents and prepare necessary conditions to work with audit agencies or financial inspection agencies as required.
- ix. Provide guidance and update other project staff at the BRRDA on financial and accounting procedure and regulations.
- x. Proper review of division regarding timely deposit of statutory liabilities.

b

- xi. Advise relevant person on financial aspect.

b. Audit Work:

i. Internal Audit

- Appointment of Internal Auditor.
- Prepare mobilisation plan with proper communication with auditor.
- Report study,
- Summarise finding of point raised by auditor in report,
- Communicate to divisions and ensure compliance on auditor finding,
- Submission of Internal audit report with compliance report to the Executive Committee/Audit Committee and World Bank.
- Feedback from auditor.

ii. External Audit:

- Appointment of external auditor for audit of Project Financial Statement (PFS) of Bihar Rural Roads Project (BRRP).
- Prepare mobilisation plan with proper communication with auditor.
- Submission of PFS to World Bank & NDB within due time frame.
- Compliance report on points raised by auditor in project financial statement.

c. Other tasks:

- i. Preparation and Submission of report to World Bank as per requirement.
- ii. In addition to two main areas of work, the Project Accountant is expected to carry out all specific related to accounting, audit and financial management of the project as assigned by the competent authorities of BRRDA.

◆ Working relation and reporting arrangement

In coordination with other project consultants and staff, the Project Accountant works under the direct supervision of and reports directly to Project Director.

◆ Qualifications

- i. Chartered Accountant (CA).
- ii. At least 02 years post qualification working experience in accounting and finance, preferably in government or large non-government organizations is required;
- iii. Previous working experience in centrally sponsored schemes or schemes funded by externally funding agencies like IDA/ADB/NDB will be preferable;



iv. Familiar with accounting software like Tally/OMMAS and Online Management Software like CFMS/PFMS.

◆ **Skills**

- i. English reading, writing and speaking skills (highly desirable);
- ii. Able to carry out his/her work in an organised manner;
- iii. Able to work independently and in a team;
- iv. Demonstrated interpersonal and communication skills.

◆ **Assignment arrangement**

This post will be selected through an open and competitive process. The successful candidate has to start the work within a week after final selection.

