

## TERMS OF REFERENCE

**Financial Management Specialist – (Accounts Officer) in Financial  
Management Cell of Project Implementation Unit (PIU) in AP Pollution  
Control Board (APPCB), Hyderabad  
Under Capacity Building and Industrial Pollution Management Project  
(CBIPMP)**

**World Bank**

**Background:**

Ministry of Environment and Forests (MoEF) is implementing a project on Capacity Building and Industrial Pollution Management (CBIPMP) with financial assistance from the World Bank. The expenditure will be incurred at Delhi (MoEF) and in Andhra Pradesh and West Bengal at the respective State Pollution Control Boards.

**Project Objective:**

1. To support the development of institutional and methodological framework for implementing of pilots for rehabilitation of highly polluted sites resulting from rapid industrialization; and
2. Build tangible capacity of selected state and national institutions for taking the primary role in reducing the risk to public health, livelihoods and ecosystem integrity from past environmental damage.

To meet the above objectives the World Bank, is funding the CBIPMP in the State of Andhra Pradesh on pilot basis with the total cost of US\$ 40.69 million. The duration of the project will be for five years. The candidates will be hired purely on contractual basis and co-terminus with the project.

**Implementation Arrangements:**

From financial management perspective, the project is implemented by the MOEF through the "Government Treasury mode" and a PIU for the project at APPCB will carry out the functions of project management, coordination, monitoring, knowledge management, finance and capacity building. Andhra

Pradesh Pollution Control Board is the implementing agency in the state of Andhra Pradesh.

**Financial Management (FM) Cell of PIU at APPCB:**

The PIU in APPCB will have overall responsibility for financial management of the project and ensuring that funds flow, accounting, internal controls, financial reporting, disbursement and audit are carried out in accordance with project legal agreements and Financial Guidelines for the project. Key FM task of the PIU will be: (a) annual budgetary provision for the project and monitoring of project expenditure against project budget; (b) approval of annual work plan and budget of APPCB; (c) ensuring sufficient and timely funds flow for activities at State level activities; (d) regular financial reporting at all levels of the project (e) timely submission of quarterly interim unaudited financial reports to MOEF in order to enable it to submit the reimbursement claims to the Bank; (f) conducting regular financial reviews; and (g) ensuring annual external audits at APPCB for the project as per the agreed TOR with the Bank, and submitting audited financial statements, audit observations, and their compliance to MOEF for preparation of consolidated report on audited financial statements.

**Nature of Duties:**

The broad nature of duties and responsibilities are as follows:

The Financial Management Specialist /Accounts Officer will be assisting financial management of the project, under the control of FM Head.

- a) To manage the financial management system for the World Bank project, including but not limited to budgeting, accounting, funds flow, internal controls, financial reporting and audit for effective financial management.
- b) Implement the agreed accounting and financial planning system
- c) Manage short and long-term financial planning of the PIU
- d) Carry out financial performance reviews of PIU activities, in accordance with Bank requirements

- e) Monitor project expenditures and costs (local and foreign).
- f) Liaise with Government Institutions and organizations concerned with the project implementation
- g) Preparation of financial statements and documents for the audit of the project accounts
- h) Preparation of required financial reports as required by MOEF and World Bank
- i) Coordinating external audit of the project and ensuring submission of agreed reports of audited expenditure to MoEF for consolidation at its level and onward submission to the World Bank.
- j) Any other work assigned by the FM Head

**Qualification & Experience:**

In order to perform these tasks, the incumbent should have the following qualifications and experience: (i) B.COM with C.A., or ICWA with minimum experience of 3 Years with Knowledge in operating Tally accounts software **OR** M.com/C.A., intermediate/ ICWA intermediate with min.experience of with 5 years with knowledge in Tally Accounts software. Minimum Age 25 Years and no upper age limit.