

TERMS OF REFERENCE
ACCOUNTS OFFICER AT AGRICULTURE DELIVERY UNIT/PROJECT
MANAGEMENT UNIT, SINDH WATER AND AGRICULTURE
TRANSFORMATION PROJECT SWAT, HYDERABAD- SINDH

1. PROJECT BACKGROUND

The project will help kickstart a transformation process that will boost resilience to future climate shocks, such as floods and droughts, through three mechanisms: (i) creating a modern integrated water resources management (IWRM) system; (ii) demonstrating proof of concept in increasing agricultural water productivity for selected farmer organisation (FO) subprojects; and (iii) adjusting key policies that will provide the enabling environment to scale up these successes in the future. A successful demonstration of significant increases in agricultural water productivity at the FO level will have a transformational impact, potentially leading to replication in other areas of Sindh. The project supports critical policy reforms by using the investment project financing (IPF) with Performance based Conditions (PBC) modality.

The project has started its six-year implementation period from January 2023 with the 4 major program components. Component 3 *Agriculture Incentives and Investments* will be the focus of this assignment which includes support for on-farm water management; smart subsidy to incentivize a shift to water-thrifty crops like horticulture, oils seeds and pulses; cost-sharing grants for farmers and SMEs to develop value chains of high value crops like horticulture; improve agriculture statistics management; modernization of market information management; improve management of salinity-affected lands and water; and help farmers adopt climate-smart agriculture practices and Component 5 *Agriculture Flood Emergency*: This includes support to farmers affected by the floods of August 2022 in their endeavors for restoration of crop cultivation through cash transfers. This is being implemented by ADU under Agriculture Department, Government of Sindh.

2. DUTIES AND RESPONSIBILITIES

1. The Accounts Officer shall assist the Finance manager to:
2. Maintain project record, oversee disbursement and related control system, work with internal and external auditors.
3. Prepare annual budgets and prepare expenditure records.
4. Develop periodic financial reports required by the donor i.e. IFURs, communicate with project components for the collection of expenditure, reconciled statements.
5. Assist in preparing and maintaining all financial records, scrutinizing the cost elements and computerizing the accounting system of the project.
6. Provide information necessary for the preparation of monthly, by-annual and annual cost accounting statements
7. Implementation of accounting registration and control procedures.
8. Maintain proper control of the special accounts/assignment account: see to the preparation of payments, adequate bank statements, documentary proof availability for all disbursements.
9. Prepare Quarterly and annual financial Statements of PMU.

Prescribed Qualification and Experience

1. MBA Finance from a reputable HEC recognized institute.
2. 10 years' experience in accounting, internal controls and audit and financial audit with reputable firms organizations.
3. Ability to perform quantitative data analysis.
4. Demonstrated fluency in written and spoken English, Urdu & Sindhi.

3. EXPECTED OUTPUTS & DELIVERABLES

- I. Conduct financial analysis.

- II. Establish and maintain project record, oversee disbursement and related control system, work with internal and external auditors.
- III. Develop periodic financial reports required by the donor.
- IV. Prepare Quarterly and annual financial Statements.
- V. Prepare reconciliation account statement.