

Ministry of Environment and Forests
National Tiger Conservation Authority
Biodiversity Conservation and Rural Livelihood Improvement Project
(Externally Aided Project)

The NTCA, which is the National Project Coordinator of the Biodiversity Conservation and Rural Livelihood Improvement Project, wishes to engage on contractual/outsourcing basis one Chartered Accountant (full time) as **Finance Officer** for proper accounting, efficient financial management and managing procurement systems for the project.

Terms of Reference:

The overall objectives of the position are as follows:

- a) To assess the capacity of the implementing entities of the participating states including of financial staffing and building their capacity as required to manage the financial management system for the Bank project.
- b) Prepare a financial management manual for the project level activities covering budgeting, linkages of the work plans with the financial budgets, accounting, funds flow, internal control, financial reporting, internal audit, external audit and take a lead in training the financial staff of the participating states for effective financial management.
- c) Work out modalities and systems at the NTCA for receipt of financial information from the States and consolidating the expenditure at the central level for reporting to the Bank. This will include capacity building at the central level in order to provide an assurance to the Bank on effective utilization of funds when the project is implemented.
- d) Oversight of financial management aspects of the project and liaise with the Bank on aspects relating to financial management.
- e) Maintaining accounts and reporting as per project agreement.

Detailed Tasks:

The detailed tasks includes but not limited to:

- Lead the development of a financial manual. This manual interalia would cover the flow of funds, budgeting procedures, financial and accounting policies, finance staffing, accounting systems including internal controls, financial reporting systems & audit arrangements.
- Assess the capacity of the implementing entities of the participating states (separately for each participating state) including financial staffing. Working with each State to bridge the identified gaps and building their capacity to manage the financial management systems for the Bank project.
- Develop a training strategy for training the finance staff of the project at all levels including the states on finance, accounting and record keeping procedures.
- Building capacity to manage the project at NTCA including review of accounting software (as applicable) and ensuring effective internal controls in consultation with the World Bank.
- Ensure that all matters pertaining to accounts, financial and budgetary management and auditing of the BCRLI Project expenditure/accounts, preparation of reimbursement claims of expenditure incurred by Project States as well as activities at national level are done as per project agreements.
- Will be responsible for preparation of financial management reports relating to the project and submission of disbursement claims.
- Ensure that audit (auditing of accounts at national level and states), and reporting requirements for the project are complied with.
- Work relating to budget provisions for the BCRLI Project and keeping tab over releases and expenditure.
- Reporting to government on the budget and accounts as and when required.
- Any other work as assigned by Member Secretary (NTCA) / Addl. Director concerned of the Project.

Profile:

The candidate should be qualified chartered accountant, with at least five years of suitable financial management work experience preferably in the development sector. The candidate should have proven ability and good track record in the field of accounting, financial / budgetary management and procurement system. He/She should have strong accounting skills in computerized as well as manual accounting. Prior experience in development of a financial manual and working on bank projects will be an asset. The candidate should be proficient in English and Hindi.

Duration of Contract: **Preparation and implementation phase of the BCRLIP**

Remuneration: **Negotiable**

Interested candidates should submit their CV's through e-mail / speed post / fax at the following address so as to reach the same to the National Tiger Conservation Authority office at latest by 24th December, 2007.

Address:

The IGF & Member Secretary,
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