

TERMS OF REFERENCE

Contract No and Title:	CSI-15 Project Finance Assistant (National)		
Project / Grant No.	Kiribati: South Tarawa Water Supply Project (STWSP) ADB Grant No: 0652/0653 - KIR		
Expertise	Accounting, Financial management		
Source	National	Category	Independent

Background and Objectives of this Assignment

The project management unit (PMU) is the core unit responsible for the overall implementation of the South Tarawa Water Supply Project (STWSP) including the day-to-day project activities, compliance with the provisions of all grant agreements and government policies and guidelines, project administration, preparation of grant withdrawal applications and maintenance of records. The implementing agency (IA) for STWSP is the Government of Kiribati's Ministry of Infrastructure and Sustainable Energy (MISE).

A qualified and dedicated individual consultant is required to take up the role of Project Finance Assistant (PFA) to assist in the implementation of the South Tarawa Water Supply Project (STWSP) related to project accounting matters and activities. This National consulting services position will be managed by the Ministry of Infrastructure and Sustainable Energy (MISE) through the STWSP Project Management Unit (PMU).

The initial assignment is for one year, with possible extension subject to satisfactory performance.

Scope of Work.**1. Payment Processing and Disbursement**

This category covers the core function of receiving, verifying, and executing payments through the various donor and banking systems.

- i. Verifying and processing of invoices and claims received from the Consultants and Contractors in the WB Client Connection, ADB Client Disbursement Portal System, and ANZ Bank Transactive Banking System.
- ii. Preparing Payment Approval Form (PAF) for WB payments (less than AUD100,000) and submit for clearance and approval to the Project Manager, PUB CEO and Secretary to MISE.
- iii. Processing of PAFs (for claims less than AUD100,000) on the ANZ Bank Transactive Banking system and push for verification and approvals from Verifiers and Approvers.
- iv. To deal with returned claims and invoices from the Verifiers, Approvers and the Donors on a timely manner.
- v. Preparing the Statement of Expenditures (SOE) for the reimbursement of Expenses and replenishment of the Designated Account (DA).

2. Financial Accounting and Record Keeping

This category involves maintaining accurate and up-to-date financial records in the accounting system and supporting documents.

- i. Recording and counting of Fixed Asset, and identification of the Fixed Asset with the use of the Identification Tag.
- ii. Recording of the WB & ADB disbursements in the Excel Disbursement Listing.
- iii. Recording Expenditures and Disbursements in Quickbook Accounting System.

3. Procurement Support

This category involves the initial steps of procuring goods and services for the project.

- i. Looking and collecting quotations from the potential Suppliers for the procurement of stationeries, Fixed Assets,

Caterings, and other items.

4. Reporting and Audit Support

This category covers responding to requests for financial data and facilitating audits.

- i. Able to provide financial information and data as may be required from time to time, from the Project Accountant and Project Manager.
- ii. To assist in providing financial information and data when required by the Auditors and other interested parties as may be advised by the Project Accountant or the Project Manager.

5. General Duties

This is a standard clause for any ToR to cover ad-hoc tasks.

- i. Any other duties and tasks assigned and directed by the Project Manager.

Reporting and Communication

The Project Finance Assistant will be supervised by the Project Accountant for a day-to-day operations, guidance and support. However, the Project Finance Assistant will directly report to the Project Manager for key decisions.

Schedule of Deliverables	Due Dates	Type
1. Input into Monthly progress report	Within 5 days of month-end	Report
2. Input into Quarterly reports	Within 30 calendar days of end of each quarter	Report
3. Inputs into annual financial reports	Within 30 days of end of each 6 month period	Report
4. Inputs into payment updates (Claim & Invoice register)	Weekly	Report

Minimum Qualifications Requirements

The consultant will have a minimum degree in accounting, economics, business management, financial management and/or a minimum 2 years' relevant experience with project accounting systems.

The following experiences/skills are not required but will be an advantage:

- previous experience in donor-funded development projects.
- Demonstrated understanding of the project's accounting system.
- Fluency in both English and Kiribati, with the ability to communicate effectively in spoken and written form
- Possess communication skills, both oral and written, including proficiency in email, audio/video conferencing, and face-to-face interactions with government officials and multilateral or bilateral partners.

be competent in Microsoft Office, Outlook, and other software applications.