

## **Terms of Reference – Finance Manager**

1. Make the necessary arrangements to obtain the funds from the ADB imprest account (HSEP and HSEP-AF)
2. Establish and maintain imprest and other accounts acceptable to the government and ADB.
3. Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines.
4. Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements.
5. Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing
6. Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook
7. Establish financial management system for all expenditure of the project Prepare annual budget requirement of the project in coordination with the EA and submit to Ministry of Health to include in the annual budget proposal.
8. Provide advice to the preparation of project accounts in PIUs on project financial management system and review monthly accounts statements submitted by PIU.
9. Provide a fund utilization report with project disbursement progress to national Project Steering Committee (PSC) for review.
10. Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the loan proceeds and out of counterpart funding.
11. Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest accounts.
12. Work closely with the Procurement Department of the Project Management Unit and Ministry of Health.
13. Coordinate with the Accountants of PIUs regarding financial management matters.
14. Implementation of financial management assessment recommendations by ADB
15. Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU and PIUs.
16. Financial coordination with other stakeholders of the Project.
17. Any other duties and responsibilities assigned by the Project Director/Deputy Project Director.