

1. TERMS OF REFERENCE FOR THE PMU – PROJECT FINANCE OFFICER

ROLES AND RESPONSIBILITIES

- The Finance Officer reports directly to the Project Coordinator and will work closely with the Delivery Partner (DP) which is the Ministry of Finance
- Responsible for the daily oversight & management of the project budget
- Work closely with PMU team and Coordinator to ensure all financial payment requests regarding the project are requested in a timely fashion to avoid further delays to the implementation of project activities
- Conduct the procurement for all goods and services in-line with procurement policy of DP and or the Donor including the preparation of quotations, specification sheets and evaluation reports for the procurement of goods and services
- Submit all purchase orders/salary vouchers to PMC to certify all is in order before further submission to DP for processing
- Carry out quarterly financial reconciliation with the DP and assist DP prepare the expenditure reports (quarterly, interim and completion) as required by the GCF
- Compile and prepare all financial reports and submit to PMC (Project Management Coordinator) for endorsement before submission to DP
- Work with PMC to ensure that compliance with financial regulations are been met
- Be willing to participate in any financial training as requested by the DP
- To regularly update asset registry and prepare robust hard copy/e-copy of archive filing system for all Programme activities including training/workshop reports, purchase orders and labour vouchers, etc.
- Assist DP will all requested financial documents in preparation for the Project Audit towards the end of the Project
- Provide a fortnightly update to the Project Coordinator on project expenses.
- Other work requirements as directed by the Executive Director and or the CSFT Board of Directors

SALARY RANGE

Salary range will be between TOP\$15,120 – 22,680

QUALIFICATIONS

- Diploma in Accounting

SKILLS & WORK EXPERIENCE

- Has at least over 5 years of experience managing project funds in a Civil Society Organisation (CSO)
- Has good knowledge of Government Financial systems and processing
- An excellent team leader and player
- Is well organized and ability to manage workload & work under pressure
- Fluent in Tongan and English (Speaking and Writing)
- Is proactive and approachable
- Willing to learn and to help others in the project team & PMC in relation to any financial requirements of the project
- Is Honest and can work unsupervised

DURATION

This Project will run for a period of two year (2 years).

PERFORMANCE MONITORING

The Finance Officer reports directly to the PMC

For further enquiries, please contact the Ministry of Finance (Saane Lolo – Deputy CEO of the AID Management and Resilience Development Division) at slolo@finance.gov.to

Endorse by,

Salesi Pongi

Acting Deputy CEO

Aid Management and Resilient Development Division