

- The main task of financial specialist is to assist PIMU in financial administration including budget preparation and execution, supervision of payments and accounts keeping properly. Specific tasks include:
 - Report to the Team Coordinator of PAS;
 - Assist PIMU in financial planning process and in setting up of a consistent accounting system (to follow the "Reference Manual on International Standards on Accounting and Auditing", published by ADB in April 2001);
 - Provide assistance to ensure compliance with approved financial plans of the project;
 - Prepare yearly contract awards and disbursement projections to be submitted to ADB;
 - Provide technical support to maintenance of project account properly;
 - Assist PIMU to check invoices along with calculations and supporting documents, and verify whether they comply with the corresponding contracts;
 - Assist PIMU to prepare correspondence to contractors explaining any errors or deficiencies etc;
 - Verify services and supplies on site, whenever necessary;
 - Assist PIMU to prepare payment-related documents;
 - Prepare withdrawal applications on a regular basis for submission to ADB;
 - Provide assistance to ensure that the project's Imprest Account (IA) is replenished and liquidated regularly;
 - Conduct semi-annual internal audits;
 - Assist PIMU to prepare accounting procedures and formats for NGOs and private firms under contract by the project;
 - Provide assistance to the partner agencies in using simplified accounting formats and procedures through introductory workshops and advice;
 - Assist the Team Coordinator in preparation and implementation of PAS work plans;
 - Assist PIMU in day-to-day operations of financial management;
 - Assist PIMU to prepare plans and reports;
 - Provide training to the project personnel in day-to-day financial management and
 - Provide other support to PIMU as necessary and undertake any other task assigned by the PD.
5. Qualifications:
 - Masters in Accounting/Finance/CA
 - A minimum of 7 years experience in financial management of development projects
 - Familiar with GOB Public Procurement law/act
 - Familiar with ADB financing procedure
 - Excellent verbal and written communications skills in Bangla and English.
6. Duration of Assignment: Initially 6 (six) person-months but can be extended subject to satisfactory performance.
7. Work Place: Project Implementation Management Unit, NFE Bhaban, Dhaka, Bangladesh.
8. The Project Director, PLCEHD-2 under BNFE of MOPME invites application from individual national consultants to submit their Expression of Interest (EOI) for the abovementioned position.
9. Consultant will be selected in accordance with the procedure set out by Government of Bangladesh (GOB) and Asian Development Bank (ADB)
10. Interested individual national consultants are required to submit their EOI to the address indicated below by 21 May 2007.
11. The BNFE reserved the right to accept or reject any or all EOIs without assigning any reason(s) whatsoever and in such case no compensation will be entertained.

Md Zaydul Haque Molla
Project Director