**Term of Reference (ToR) for**

**the Position of Admin and Accounts Officer under**

**Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL) Project**

**1. Basic Information**

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| **Title** **of the Position** | : | Admin and Accounts Officer |
| **Number of Position** | : | 01 |
| **Location** | : | Charfassion and Monpura Upazila of Bhola District. |
| **Reports to** | : | Project Coordinator (PC) |
| **Duration of the Position** | : | Initially for one year with the possibility of annual renewal up to project periods. |
| **Salary (Gross)** | : | Monthly BDT 45,000/- and other admissible benefits |
| **Age Limit** | : | Maximum 40 years |
| **Experience** | : | Minimum5 years with at least 2 years of professional accounts and financial management experience. |

**2. Background of the project**

Bangladesh's coastal zone's geographical location and low elevation make it vulnerable to disasters and climate change poses a new challenge to the lives and livelihoods in the coastal region. The vulnerability of these coastal people can be defined in three ways: climate-sensitive livelihoods, vulnerable settlements in low-lying areas, and scarcity of safe drinking water. Many coastal residents depend on seasonal subsistence agriculture and agriculture wage labor, which are highly climate-sensitive. Moreover, many coastal inhabitants live in houses built of mud and plants severely affected by cyclones, storm surges, and high tides. The lack of climate-resilient housing poses a serious poverty trap as significant portions of the incomes of coastal communities go towards house repairs. Under this circumstance, to develop a climate-adaptive coastal community in Bangladesh by adopting climate-resilient housing and livelihood technologies, the Green Climate Fund (GCF) under the United Nations Framework Convention of Climate Change (UNFCCC) approved *“Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh (RHL),”* a five-year project (from September 2023 to August 2028). The project has chosen seven exposed coastal districts, namely Khulna, Bagerhat, Satkhira, Barguna, Patuakhali, Bhola, and Cox’s Bazar, which are particularly vulnerable to sea level rise, salinity intrusion, coastal flooding, cyclones, and storm surges due to their geographical position (for details about PKSF, please visit <https://www.greenclimate.fund/project/fp206>). The primary goal of the RHL project is to enhance the climate resilience of the vulnerable coastal communities of Bangladesh. PKSF will implement the project (for details about PKSF, please visit <http://www.pksf.org.bd>) through its Partner Organizations (known as implementing Entities for this Project) as a Direct Access Entity (DAE) of GCF.

Poribar Unnayon Songstha (FDA) the Partner Organization of PKSF will implement the RHL project in Charfassion and Monpura Upazila of Bhola District an Implementing Entity (IE) of the RHL Project. For implementing the Project, Poribar Unnayon Songstha (FDA) is seeking qualified candidates for the " Admin and Accounts Officer” post for its Project Management Unit (PMU).

**3. Key Responsibilities:**

* Support PC to prepare budget monitoring and analysis for all pledges under operations, including accrual reports.
* Maintain accounts following the International Accounting Standard (IAS) as adopted by the Institute of Chartered Accountants of Bangladesh (ICAB), based on Generally Accepted Accounting Principles.
* Maintain separate books of accounts on an accrual basis under historical cost convention following the accounting manual for the daily preparation of software-based final accounts.
* Prepare financial statements and periodic Interim Unaudited Financial Reports (IUFRs) for the project.
* Monitor budgets and expenditures and contribute to budget planning and revision.
* Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained with technical guidelines.
* Reconcile bank statements and other financial accounts.
* Prepare and submit regular financial reports (monthly, quarterly, half-yearly, and yearly) to the IE and PKSF Management.
* Ensure compliance with GCF & PKSF's financial policies and procedures.
* Process all procurements under the project & ensure GoB, PKSF and IE’s procurement rules, regulations, and guidelines are compiled by the project.
* Process payments to project goods and service providers timely.
* Prepare procurement plan of the project on an annual basis and keep updating the same
* Ensure the Fixed Asset Register is regularly updated
* Perform any other duties assigned by PKSF & IE Management.

**4. Education, Age and Experience:**

* Education: At least a Bachelor’s degree in Accounts/Finance/Business Administration.
* Having 3rd division/class/equivalent CGPA in any examination will incur ineligibility.
* Age limit: Maximum 40 years.
* Experience: Minimum 5 years with at least 2 years of professional accounts and financial management experience.
* Work experience with government agencies, partner organizations of PKSF, and international development partners in Bangladesh is an asset.

**5. Other Qualifications:**

* Experience with computerized accounting systems is essential.
* Expertise in MS Excel is mandatory.
* Strong analytical and problem-solving skills are essential.
* Excellent communication, interpersonal, and reporting skills are necessary.
* Proficiency in English and Bengali languages is essential.

**6. Salary and other admissible benefits.**

* Gross salary (monthly): BDT 45,000/-
* Religious festival bonus (yearly): 100% of a monthly gross salary.
* Bangla New Year allowance (yearly): 10% of a monthly gross salary.
* Phone bill allowance (monthly): BDT 700/-
* Travel allowance (monthly): BDT 3,000/-