



# PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR)

of

**Assistant Project Coordinator (Finance and Accounts)**

for "Resilient Homestead and Livelihood Support to the Vulnerable Coastal People of Bangladesh" Project  
(in short, RHL Project)

## 1. Background

The Palli Karma-Sahayak Foundation (PKSF) is an apex development institution established by the Government of Bangladesh under the Financial Institutions Division of the Ministry of Finance with a mission of sustainable poverty eradication by undertaking multidimensional human-centered development programs. As a second-tier organization, PKSF implements all programs and projects nationwide through more than 200 Partner Organizations (POs).

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. 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>) as a Direct Access Entity (DAE) of GCF.

To implement the project, PKSF is seeking qualified candidates for the "Assistant Project Coordinator (Finance and Accounts) in the short APC(F&A)" post for its Project Management Unit (PMU).

## 3. Key Responsibilities

The specific tasks are, but not limited to, the following:

- Maintain accounts following the International Accounting Standard (IAS) 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 of PKSF for the daily preparation of software-based final accounts.
- Prepare financial statements and periodic Interim Unaudited Financial Reports (IUFs) for the project.
- Provide background data and inputs to prepare the annual financial statements incorporating disclosure on income and expenditure, receipts and payments, and the financial position of the project, along with other notes and relevant information.
- Submit quarterly IUFs to GCF for the entire project not later than 15 days after the end of each quarter.
- Implement a computerized accounting system to account for project transactions.
- Prepare annual financial statements incorporating disclosure on income and expenditure, receipts and payments, and the financial position of the project, along with other notes and relevant information.

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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পরিবেশ ও জলবায়ু পরিবর্তন  
পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)





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- Support the internal audit and external auditors with the necessary information.
- Take the necessary actions or make the necessary arrangements for disbursing funds to Implementing Entities (IEs), which are POs in accordance with the Agreements; monitor the status of agreed-upon progress milestones; verify expenditure statements; expenditure forecast and output target of the IEs; and recommend the relevant Program Officer (PO) and Audit Officer (AO).
- Prepare documents for the PC for disbursements to IEs and Any other duties assigned by PKSF.

#### 4. Selection criteria

##### Education

- Master's degree in Business Administration (Major in Finance/Accounting)/ Accounting/Finance /Banking from a recognized university having at least two first class/division/equivalents CGPA in the academic career.
- Having a 3rd class/division/equivalent GCPA in any examination will incur ineligibility
- Training on IFRS 9 Financial Instruments & Related Standards is must.
- Affiliated with the Association of Chartered Certified Accountants (FCCA) will be an asset.

##### Experience

- Minimum 10 (Ten) years of professional experience in accounting and financial management, of which at least one year of working experience in World Bank/ADB/GIZ/GCF-funded or other donor-funded project(s) is mandatory.
- Previous working experience with PKSF is preferred.

#### 5. Age limit

- Maximum 45 years on the last date of application

#### 6. Location

- The position is based in Dhaka, with at least 30% time to project areas (outside Dhaka)

#### 7. Duration

- Duration Initially for one year with the possibility of annual renewal up to project periods upon satisfactory performance.

#### 8. Number of Positions: 01 (one)

#### 9. Salary and allowances:

- Monthly consolidated salary will be BDT 1,85,000/- (One Lac Eighty Five Thousand Only)
- Other admissible benefits (Festival Allowance, Bangla Noboborsho Allowance, Mobile Allowance, Group insurance, etc.) as per PKSF policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the Government of Bangladesh. All relevant Taxes will be deducted at sources as per the Government rules.

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### 10. How to apply

Apply through the PKSF online job portal at <http://www.pksf.org.bd>.

It should be noted that the position is expected to begin at the earliest possible and will last until the end of the project period (August 2028). This appointment will initially be for one year, with the possibility of annual renewal up to project periods or the period determined by PKSF's management. Salary may be reviewed on an annual basis, taking into account the project budget, as well as the performance of the staff involved in the Project.

### Women are actively encouraged to apply.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of their specific identities, such as race, religion, gender, physical or mental disability, or any other status or characteristic protected by the laws of the country.

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