



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

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Terms of Reference (TOR) for Assistant Manager (Accounts)
Under the 'Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)' Project of PKSF

1. Basic Information

Title of Position	: Assistant Manager (Accounts)
Number of Position	: 01(one)
Reports to	: Project Coordinator
Education	: Master's degree in accounting or finance, or cost accounting (part) etc.
Age	: Maximum 45 years
Experience	: 12 years
Duty Station	: Dhaka, with at least 30% time to project areas (outside Dhaka)
Salary	: Consolidated Monthly BDT 1,60,000/- (One Lac Sixty Thousand Only) and other admissible benefits.

2. Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization established by the Government of Bangladesh for poverty alleviation through sustainable employment generation, has been implementing various development programs and projects since its inception in 1990. Apart from its core programs, PKSF has been implementing development projects with the financial and technical assistance of different international development organizations like the World Bank, ADB, UKAID (DFID), EU, IFAD, etc.

PKSF has so far successfully completed implementation of five projects financed by the International Fund for Agricultural Development (IFAD). These are: Microfinance and Technical Support Project (MFTSP), Microfinance for Marginal and Small Farmers Project (MFMSFP), Finance for Enterprise Development and Employment Creation (FEDEC) project, Promoting Agricultural Commercialization and Enterprise (PACE) and "Rural Microenterprise Transformation Project (RMTP)".

After successful completion of RMTP, PKSF launched 'Growth for Climate Resilient and Environmental Entrepreneurship and Nutrition (GREEN)' Project financed by IFAD. The main focus of the project is the promotion of livelihoods in the country, particularly in poverty-stricken and climate-vulnerable areas.

3. Project goal and objective:

The project goal is to contribute to climate-resilient and inclusive rural transformation through sustainable and equitable economic growth, and the development of the project is: To sustainably increase income, climate resilience, food security, and nutritional status of beneficiary households by enabling healthy diets and improved nutrition behaviours, uptake of technologies and best practices, and enhanced access to capital.

4. Project areas

The project will be implemented all over the country. However, it will prioritize poverty-stricken and climate-vulnerable districts. Within the priority GREEN regions, some parts are more vulnerable than others, such as subdistricts adjacent to the coastal region, those in floodplains, a majority of flash flood-prone Haor subdistricts, and drought-prone Barind subdistricts.

5. Target population, beneficiaries and benefits:

The project's direct beneficiaries are estimated at 258,333 microfinance and business development recipients, comprising the extremely poor, transitional poor and enterprising poor. GREEN aims to directly benefit 258,333 households, translating to approximately 1.11 million individuals. The target population includes agricultural labourers, artisans, marginal and smallholder farmers, pond fisheries



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farming and backyard livestock-keeping households, non-agricultural producers, and poor young men and women.

6. Main areas of activities of the position

The position will support the financial management of the project in accordance with the approved budget, funding agency's guidelines, and PKSF rules and procedures. The incumbent will maintain project accounts, financial records, bank transactions, and support the preparation of bank reconciliation statements, payments, disbursements, and cash flow management. The role will also support budget monitoring, including preparation of Budget vs. Actual Expenditure Reports, monitoring of fund utilization, and disbursement of project funds to Partner Organizations (POs) and the PMU. In addition, the position will contribute to the preparation of monthly, annual, and other financial reports, including Project Financial Statements and reports for the funding agency and GoB. The incumbent will assist the Financial Management Specialist/Project Coordinator in financial management functions and coordinate with the PKSF Accounts Department on project accounts, budget, and related financial matters.

7. Duty station

The employee will be stationed in Dhaka and spend adequate time in the field as needed to supervise project activities, including the most remote areas, as per instruction and/or need for the project.

8. Duration

It should be noted that the position is expected to begin at the earliest possible time and will last until the end of the project period (31 March 2032). 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.

9. Duties and responsibilities

The **Assistant Manager (Accounts)** will work under the direct supervision of the Project Coordinator (PC) and their specific tasks are, but not limited to, the following:

- **Maintain books of accounts, accounting records and supporting documents** of the Project and undertake day-to-day accounting activities in accordance with PKSF policies, approved procedures and the requirements of the funding agency.
- **Manage and maintain records of all project bank and cash transactions**, prepare periodic Bank Reconciliation Statements/Reports, monitor banking activities and ensure timely identification and resolution of outstanding or unusual reconciling items.
- **Process project payments and disbursements** and ensure that all expenditures are properly authorized, adequately supported, correctly recorded and in accordance with approved budgets, applicable rules and procedures.
- **Maintain and monitor records of project funds disbursed to Partner Organizations (POs) and the Project Management Unit (PMU)**, including sub-grants, and ensure proper accounting, documentation, utilization and reporting of such funds.
- **Prepare and provide financial information, statements, schedules and other relevant data** to the Financial Analyst/Financial Management Specialist and Project Coordinator as required for financial monitoring, reporting and management purposes.
- **Prepare monthly, annual and other periodic financial reports**, including Project Financial Statements and other financial reports required by the funding agency, Government of Bangladesh (GoB), PKSF Management and other relevant stakeholders.
- **Prepare financial statements, schedules and supporting documents required for audits and financial monitoring**, and facilitate and provide necessary assistance to



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donor representatives during supervision missions, external auditors and other authorized reviewers during audits.

- **Maintain proper accounting and control of project fixed assets and payroll-related transactions**, including maintenance of fixed asset registers, recording of acquisitions, transfers and disposals, and appropriate accounting of staff payroll activities.
- **Prepare summaries and supporting records for applicable Income Tax (IT) and Value Added Tax (VAT)** and ensure timely payment/deposit to the Government Treasury in accordance with applicable rules and requirements.
- **Support the effective use and maintenance of computerized accounting and financial reporting systems**, including accurate recording and classification of transactions, and assist in developing and maintaining an appropriate Chart of Accounts and accounting/reporting structure.
- **Support the strengthening of financial controls and accounting procedures**, ensure compliance with applicable financial, accounting, tax, donor and organizational requirements, and identify and recommend measures to improve the efficiency, transparency, accuracy and accountability of project financial management.
- **Coordinate with the PKSf Finance and Accounts Department and other relevant units** on project accounts, budgeting, payments, disbursements, taxation, financial reporting and other financial management affairs.
- **Assist the Financial Analyst/Financial Management Specialist in all aspects of financial management and accounting functions of the Project**, and perform any other related duties as may be assigned by the Project management from time to time.

10. Academic & other qualifications

- Master's degree in accounting or finance, or cost accounting (part) etc.
- Any third class/division or equivalent in any examination will incur ineligibility.

11. Experience

- Minimum 12 years of work experience as an accountant in reputed organizations, including at least 06 years of experience in IFAD-funded projects and/or projects funded by other multilateral development banks (such as the World Bank, ADB, AIIB, etc)
- Fully conversant with and have had hands-on experience in using computerized accounting systems
- Proven track record of developing a Chart of Accounts befitting a computerized Accounting System and reporting system

12. Age limit

- Maximum 45 years on the last date of application.

13. Salary & Allowances

- Monthly consolidated salary BDT 1,60,000/- (One Lac Sixty Thousand Only).
- Other admissible benefits (Festival Bonus, Bangla Noboborsho Allowance, Mobile Allowance, Group Insurance, etc.) as per PKSf policy;
- Salary and other admissible benefits (if any) are inclusive of all applicable taxes as imposed by the Government of Bangladesh. All relevant taxes will be deducted at the source as per Government rules.

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

PKSF Bhaban-1, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh
PABX: +88-02-222218331-33, 222218335-39
+88-02-222218341, 222218343

pksf@pksf.org.bd
facebook.com/pksf.org.bd
youtube.com/@PKSF1990

Md. Habibur Rahman
Md. Habibur Rahman
Deputy General Manager (FIED)
&
Project Coordinator, GREEN Project
Palli Karma-Sahayak Foundation (PKSF)