MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)
Meghalaya Livelihood Improvement through Forest Enhancement (MegLIFE)

TERMS OF REFERENCE (ToR)
Senior Manager – Finance & Accounts

1. Position
Senior Manager – Finance & Accounts

2. Number of Post
01 (One)

3. Place of Posting
Shillong

4. Nature of Engagement
The position shall be engaged on a contractual basis, co-terminus with the project. The initial contract shall be for a period of 01 (one) year, which may be renewed subject to satisfactory performance and continuation of the project.

5. Reporting
The Senior Manager – Finance & Accounts shall work under the overall guidance of the Project/Programme Management of MBDA/MBMA and shall coordinate with the Finance & Accounts Unit, project teams, statutory authorities, auditors, financial institutions, and other relevant stakeholders.

6. Core Purpose of the Position
To provide strategic and operational leadership for the financial management of the MegLIFE Project, ensuring sound financial planning, budgeting, accounting, fund management, financial reporting, internal controls, audit coordination, statutory compliance, and effective utilisation of project funds in accordance with applicable Government rules, project agreements, and MBDA/MBMA financial procedures.

7. Key Roles and Responsibilities
The Senior Manager – Finance & Accounts shall:

- Lead and oversee the financial management and accounting functions of the project.
- Support preparation of annual budgets, financial plans, cash-flow projections, and expenditure plans.
- Monitor project expenditure against approved budgets and ensure effective utilisation of project funds.
- Oversee fund management, including fund releases, utilisation, reconciliation, and expenditure monitoring.
- Ensure timely and accurate preparation of financial statements, utilisation certificates, financial reports, and other project-related financial statements.
- Establish and strengthen appropriate internal financial controls, accounting procedures, and financial management systems.
- Ensure proper maintenance and reconciliation of books of accounts, ledgers, bank accounts, advances, and project financial records.
- Coordinate with internal and external auditors, respond to audit observations, and facilitate timely closure of audit findings.
- Ensure compliance with applicable Government Financial Rules (GFR), taxation laws, statutory requirements, project guidelines, and financial procedures.
- Provide financial management support for Externally Aided Projects (EAPs) and ensure compliance with applicable financing and reporting requirements.

- Oversee the preparation and submission of financial reports and statements required by project management, Government, development partners, and other competent authorities.
- Monitor and advise on financial risks, irregularities, control weaknesses, and corrective measures.
- Ensure appropriate accounting and financial documentation for procurement, contracts, advances, payments, and project assets.
- Utilise and strengthen ERP/accounting and financial management systems for efficient financial monitoring and reporting.
- Supervise and guide the Finance & Accounts team, allocate responsibilities, and ensure timely delivery of financial activities.
- Provide financial inputs to management for strategic decision-making, planning, and project implementation.
- Coordinate with project, procurement, administration, and other functional teams to ensure that financial processes are aligned with programme requirements.
- Support management in ensuring financial transparency, accountability, and compliance throughout project implementation.

8. Essential Qualification

Post Graduate or Graduate in any of the following disciplines from a recognised university/institution:

- Accounting
- Finance
- Commerce
- Economics
- Cost & Management Accounting
- Chartered Accountancy (CA)
- Company Secretary (CS)
- MBA (Finance)
- M.Com
- or a related discipline.

9. Essential Experience

- Minimum 07 (seven) years of post-qualification experience in Finance, Accounting, Financial Management, Budgeting, Auditing, or Treasury Management, preferably in Government, Public Sector, Development Sector, or Externally Aided Projects.
- Demonstrated experience in financial management of Externally Aided Projects, including projects supported by institutions such as World Bank, IFAD, JICA, ADB, KfW, etc.
- Experience in budget preparation, financial planning, fund management, and expenditure monitoring.
- Experience in preparation of financial statements, utilisation certificates, financial reports, and statutory compliance documentation.
- Experience in accounting, internal controls, audit coordination, and financial risk management.
- Working knowledge of Government Financial Rules, including General Financial Rules (GFR) 2017, Public Financial Management Systems, and applicable taxation laws.
- Experience in ERP/accounting software such as Tally, SAP, Oracle, QuickBooks, PFMS, or equivalent financial management systems.
- Experience in managing Finance & Accounts teams, stakeholder coordination, and supporting strategic financial decision-making.

10. Skills & Competencies

The candidate should possess:

- Strong knowledge of financial planning, budgeting, fund management, and financial reporting.
- Sound understanding of accounting principles, auditing, taxation, and statutory compliance.
- Proficiency in ERP/Accounting Software and MS Office applications.
- Strong analytical, leadership, communication, and stakeholder management skills.
- Ability to lead and manage a Finance & Accounts team.
- Ability to provide timely and sound financial advice and inputs for strategic decision-making.
- Strong organisational skills with the ability to manage multiple financial activities, priorities, and deadlines.
- High degree of integrity, accountability, accuracy, and attention to detail.

11. Key Deliverables

The incumbent shall be responsible for ensuring timely delivery of:

- Annual and periodic project budgets and financial plans.
- Periodic financial statements and expenditure reports.
- Utilisation Certificates and other financial statements as required.
- Timely fund-flow and expenditure monitoring.
- Accurate and up-to-date books of accounts and financial records.
- Audit schedules, responses, and closure of audit observations.
- Periodic financial risk and compliance reports.
- Financial inputs required for management reviews and project decision-making.

12. Common Requirements

- Good written and verbal communication skills.
- Proficiency in basic computer applications, including Word Processing, Spreadsheets, and PowerPoint Presentation.
- The incumbent shall work in close coordination with the relevant project, procurement, administration, and technical teams.
- The responsibilities may be revised or expanded by MBDA/MBMA from time to time depending on project requirements.

13. Remuneration

The monthly remuneration shall be determined based on relevant qualifications and experience and in accordance with MBDA/MBMA organisational norms. HRA, EPF, Medical Allowance, and other applicable benefits shall be admissible as per prevailing organisational norms.

14. Age Limit

Up to 45 years, as specified in the recruitment notification.