**Terms of Reference (ToR)**

**Finance Officer**

**Functions/Duties and Outputs:**

* Maintain the account, following relevant regulations/guidelines of Pro Public and donor agencies;
* Ensure safe management of data and appropriate filing of electronic and hard copies of financial documents/ reports;
* Prepare monthly financial reports of all the projects and core accounts based on the accounting application, with all necessary justifying documentation (vouchers, invoices, bank reconciliation and so forth);
* Ensure regular monitoring of available budget, expenditures and bank account and let to respective persons/teams about the status and availability of fund on monthly basis;
* Maintain payment record of all invoices received and maintain payee statement records for all suppliers and service providers;
* Ensure that the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements, financial monitoring, audits and so forth;
* Prepare financial planning for forthcoming periods and ensure sufficient availability of the funds in the project account in coordination with respective team;
* Ensure the proper utilization of petty cash expenses regularly with all due accounting and security precautions;
* Prepare the elements for the budget analysis and maintain the budget forecast tool;
* Ensure the quality of the activities and subsequent information to meet the expectations of the organization;
* Check budget lines regularly and ensure that all the transactions are booked to the correct budget lines;
* Check and ensures that all procurement process and expenditures of the projects and core activities are in accordance with Pro Public and the respective donor agencies’ procedures;
* Make all the payment through cheque and bank transfer;
* Ensure that the transactions are properly recorded and entered in the computerized accounting system;
* Ensure the regular submission of quarterly financial report to Social Welfare Council (SWC);
* Keep the records of timesheets, calculate employee salaries, deduction of taxes and staff welfare funds in a regular basis;
* Regularly track the tax clearance of all the taxable payments and provide the same to the concerned personnel or parties for their own purpose and record;
* Make proper follow up with donor agencies and execute necessary actions to return VAT that are paid to the government during the implementation of the project activities;
* Audit the projects and core accounts bio-annually and annually coordinating with Project Coordinators/Managers, Deputy Executive Director, Treasurer and Executive Chair of Pro Public;
* Attend the meetings and other activities and make presentations as and when required;
* Carry out other duties that may reasonably or exceptionally be required to ensure the smooth operation of the project as suggested by Project Coordinators/Managers, Deputy Executive Director, Treasurer and Executive Chair of Pro Public;