

**GOVERNMENT OF NAGALAND**  
**Office of the Society for Climate Resilient Agriculture in Nagaland (SoCRAN)**  
**ELEMENT (WORLD BANK)- NAGALAND**  
**NAGALAND: KOHIMA**

**TERMS OF REFERENCE (ToR) FOR SUBJECT SPECIALIST- FINANCE**

**Position Title** : Subject Specialist- Finance

**Reporting Authority** : Deputy Project Director- 4

**Work Location** : State Project Management Unit, Kohima

**Salary per Month** : Rs. 70,000/-

**Required Qualification and Experience:**

- Member of ICAI (Chartered Accountant)/ICWAI (Cost Accountant) / M.Com/MBA (Finance) or related field.
- Minimum 7 years of work experience in Government or Private Organization, working in financial accounting of project, Tally and use of spreadsheet.
- At least 5 years of working experience in External Aided Project in Nagaland or within the North Eastern Region.
- Good knowledge of Accounting standards and audit requirements for financial compliance.
- Knowledge of financial regulations, compliance and accounting standards with ability to manage project budgets.

**Roles and Responsibilities:**

- As Subject Specialist- Finance he/she will be responsible for overall financial, budgeting and accounting of the project.
- Working closely with M&E and Planning Subject Specialist to prioritize activities.
- Expediting the release of funds for timely implementation of different activities by the PMU, ZMU, VEMC and Institutions.
- Consolidating the accounts of the PMU and ZMU.
- Monitoring the fund utilization at the PMU, ZMU, VEMC and Institutions.
- Maintaining records of all financial matters related to the project.
- Preparing periodical financial statements and submission of quarterly/half yearly and annual financial statements to the World Bank.
- Ensuring that the expenditure is with the approved budgets and seek amendments to the AWPB and prepare supplementary budgets, if needed.
- Ensuring internal and statutory audit and preparation of timely Statements of Expenditure (SoE) for the purpose.

- Keep proper records of procurements made, fixed assets and carrying out periodical physical verification of the assets.
- Ensure compliance with legal and statutory requirements.
- Reviewing, supervising and inspecting the finance section of ZMU/PFA/VEMC and provide the required guidance to them.
- Implement effective financial monitoring systems to mitigate financial and fiduciary risks at ZMU and VEMC levels.
- Monitor/facilitate/supervise and impart training on financial regulations, compliance and accounting standards to ZMU, PFA and VEMC.
- Identify training needs within the SPMU/ZMU/VEMC and address them accordingly.
- Any other task assigned by the higher authority.

**Sd/-**

**Mission Director  
ELEMENT (Word Bank)- Nagaland  
Nagaland: Kohima**