

JOB DESCRIPTION

MINISTRY OF HEALTH GLOBAL FUND PROJECT HIV GRANT

POST OF 'FINANCE SUPERVISOR'

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. This project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

Fulltime service of the “**Finance Supervisor**” position on contract basis is required for the HIV Grant / Component of the Global Fund Project, Ministry of Health (MoH). Finance Supervisor will be coordinating donor requirements, project implementation work and coordinating with the MoH to provide detailed financial analysis, report creation, budget management, performance tracking and value-added analysis for the budget and financial performance of the Grant. In addition, he/she will be providing guidance to the Finance team of the Grant to ensure correct financial management of Grant and accurate and timely reporting of financial information.

The Finance Supervisor reports to the Project Manager, HIV Grant / Director, National STD/AIDS Control Programme (NSACP) and will be based at the HIV Grant Office, Medi House, Colombo 10.

MAIN DUTIES AND RESPONSIBILITIES:

1. Coordinating donor requirements:

- a. Assist in preparation of reports to be submitted to the donor agency including, Progress Update (PU), Disbursement Request (DR), Annual Financial Report (AFR), Cash Forecast and Variance Analysis Report.
- b. Assist to prepare responses to the queries arising from different levels of reviews of the grant.
- c. Coordinate with the Local Fund Agents (LFA) to provide necessary documents for the LFA reviews.
- d. Assist the Project Accountant in any issue that may arise during Grant/project implementation.

2. Project implementation:

- a. Ensure timely disbursement of funds to implement project activities.
- b. Support all financial monitoring systems, budget monitoring, preparation of monthly expenditure and allocation reports.
- c. Vigilantly check all-payment vouchers, settlement vouchers, journals, receipts, bank reconciliations and supporting documentation; etc.
- d. Manage the fixed assets register (both soft and hard copies).
- e. Check completeness of account books of the Grant.
- f. Assist in the preparation of final financial accounts, annual financial statements for Auditors (including the Auditor General's Department).
- g. Assist the Project Accountant to answer relevant audit queries.
- h. Regularly update the procurement list and the commitment schedule.
- i. Furnish financial information requested by different stakeholders during project implementation.



- j. Monthly preparation of bank reconciliations and submitting to Ministry of Health before 15th day of the following month.
- k. Encash cross-cancelled cheques from the bank and handover the cash to the relevant parties.
- l. Maintain the petty cash flow and update the register on daily basis (need to balance daily).
- m. Assist in the preparation of schedules and documents required for the submission of reprogramming requests to the Country Coordinating Mechanism (CCM).

3. Coordination with the Ministry of Health:

- a. Monitor and ensure accuracy of all documents, advance settlements/bills before data entering into the Government Reporting System (CIGAS).
- b. Verify the completeness of account books.
- c. Assist in the preparation of periodic financial progress reports for the Ministry in compliance with the Government regulations.

4. Other:

- a. Attend as a member of the Bid Opening Committees and Bid Evaluation Committees (Technical Evaluation Committees).
- b. Assist/support other Grants of the Global Fund Project of the Ministry of Health, if and when required.
- c. Any other Global Fund Project related activities entrusted by the Supervising Authorities.

REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES:

1. A Bachelor's Degree in Accountancy, Financial Management or Commerce which is recognized by the University Grants Commission or A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in Accountancy, Financial Management or Commerce; or an Associate Membership / A similar professional qualification obtained from a recognized professional institution in Accountancy, Financial Management or Commerce (Strategic Level I in ICASL or Managerial Level II in CIMA) or having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 7 issued by the Technical Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Accountancy, Financial Management or Commerce. OR

Having obtain a certificate of proficiency not below than the NVQ Level 6 issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Finance field and at least 05 years of experience in the Finance field. OR

Having obtain a certificate of proficiency not below than the NVQ Level 5, issued by a Technical/Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to the Finance Filed and at least 10 years' experience in the Finance field.

2. Minimum of 2 years' post qualification in the finance field (progressive experience) is required.
3. At least 3 - 4 years' hands-on experience in similar a capacity or as an Accounts Executive with experience in timely disbursement of finances and monitoring disbursements, preparing and



- submitting quarterly/biannual financial reports as required by the donor agency, and maintaining necessary records is required.
4. Formal training in the Finance field is mandatory.
 5. Excellent working knowledge of financial regulations and other relevant rules and regulations of the Government of Sri Lanka is essential.
 6. Good knowledge of project finance and project budgeting is a definite asset.
 7. Hands on experience with Accountancy software packages such as AccSoft, QuickBooks® will be an advantage.
 8. Chartered/Corporate membership of a recognized international professional association would be an asset.
 9. Working experience in the use of computers and office software packages (MS Word / Excel / PowerPoint / Internet / Email / Fax / Post / SMS / Viber / WhatsApp / Virtual or online communication tools such as Skype / Zoom / MS Teams etc.), and being adept at statistical software, spreadsheet, word processing, presentation, internet and email is a must, and required to produce certificates as proof.
 10. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required and need to submit proof certificates.
 11. Demonstrated negotiation/consultation skills is required.
 12. Preference will be given to those who have prior working experience in a similar capacity in the specific fields in foreign funded projects, especially in the public sector.

GENERAL CONDITIONS:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2023.
3. Recruitment will be on contract basis. The **initial contract will be up to 31.12.2023**, of which the first three months will be on probation.
4. The contract period **may be** renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers.
5. Salary is as per PS 06: Category A of the Management Services Circular No 01/2019 - 15.03.2019 (Rs. 55,000.00 + Rs. 7,800.00 = Rs. 62,800.00).
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Annual Holiday & Leave: As per the Shop and Office Employees Act.
8. Working hours: 8.30am – 4.15pm – Monday - Friday.
9. Dress code: Smart casual
10. Selected applicant should be able to take up the assignment within reasonable time period preferably immediately or within one month.
11. Candidates who are already in the public service should send their applications through the relevant Secretary to the Ministry / Head of the Department or Institution / CEO of the Agency who should indicate that the candidate could be released immediately in the event of being selected to the post.
12. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.
13. Only short-listed candidates will be called for an interview.