

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
ASIAN DEVELOPMENT BANK PROJECT
“SCHOOL EDUCATION REFORM SECTOR DEVELOPMENT PROGRAM”

TERMS OF REFERENCE
FINANCIAL MANAGER OF THE PIU

1. Project background

The Kyrgyz Republic plans to receive funds from the Asian Development Bank (ADB) to finance the project " School Education Reform Sector Development Program", which will be implemented in 2023-2027.

The aim of the project is to improve the work of the school system to prepare graduates with subject knowledge and competencies for further education and work. The proposed project aims to improve the teaching of all subjects with a special focus on science, technology, engineering and mathematics (STEM subjects) at the school and higher education levels. The Program will support the implementation of the National Education Development Program in the Kyrgyz Republic for the period 2021-2040.

2. Scope of work

The Financial Manager of the PIU will be responsible for the quality and timely financial activities of the project.

The Financial Manager will:

1. Carry out all financial management activities related to grant and loan agreements, PAM and ADB guidelines;
2. Ensure proper management and allocation of funds within the Project, in accordance with the rules of accounting, budgeting, financial control and audit acceptable to the ADB and the Government;
3. Coordinate the maintenance of financial statements and accounting books in accordance with international accounting standards, including all documentary evidence on individual transactions, should be provided in accordance with the ADB Guidelines on Financial Accounting, Reporting and Auditing, as well as in accordance with the terms of grant agreements and PAM;
4. Ensure proper accounting of all financial transactions carried out within the framework of the project based on the use of automated accounting software;
5. Ensure reliable storage of all documents and provide them for verification by independent auditors and ADB monitoring missions, as well as for conducting an audit.
6. Participate in the preparation of annual plans and corresponding budgets;
7. Coordinate the preparation of monthly, quarterly and annual financial reports, which must be submitted for consideration in accordance with local reporting rules;
8. Timely issue reports on the expenditure of funds and verify them with reports compiled by the ADB;
9. Provide accurate information on the use of funds allocated under the project
10. Open and perform operations on the project's advance account in a bank designated by the MF

11. Perform reconciliation of ADB documents on disbursements of funds and expense statement (ES) with accounting documents that are maintained within the framework of the Project;
12. Prepare applications for the use of funds to replenish the advance account;
13. Prepare and monitor the implementation of the approved annual budget for the project;
14. Work with contracts signed within the framework of the Project and make payments under these contracts;
15. Provide regular standard reports on the use of investment funds within the deadlines set by the National Statistical Committee;
16. Prepare balance sheets and submit monthly, quarterly and annual reports to ADB, MF;
17. Analyze invoices and contracts together with the procurement specialist of the PIU;
18. Prepare all requests for legal payments to consultants and suppliers;
19. Control and store all payment documents, invoices and other financial documents related to transactions carried out within the framework of the project;
20. Provide the auditor with a description of the systems, procedures and documents used so that the auditor can meet the audit requirements established by ADB; provide the auditor with access to copies of all necessary documents, information and supporting materials, including copies of a brief description of all ADB missions;
21. To submit an annual audit report to the Ministry of Finance, the Ministry of Education and Science and ADB through the PIU; and
22. Take measures to eliminate deficiencies or irregularities in the financial management process, which will be indicated in the audit report.

3. Qualification requirements

A Financial Manager must have:

- i) Higher education in economics or other related fields;
- ii) At least 15 years of experience in projects funded by international organizations. Experience in ADB-funded projects is preferred;
- iii) Proven experience as a Financial Manager in projects funded by international organizations for at least 10 years;
- iv) Knowledge of the 1C system, accounting, tax and financial accounting system;
- v) Skills in building and maintaining an internal control system;
- vi) Excellent computer skills (MS Word, Excel, PowerPoint);
- vii) Excellent communication skills, negotiation skills, ability to work in a team.
- viii) Fluency in oral and written skills of Russian and Kyrgyz languages.

4. Reporting

The Financial Manager is hired by the Executing Agency (EA) and reports to the manager of a PIU.