

**Terms of Agreement
For
Project Accounts Officer Program for the Protection of Public Resources
Parliamentary Election 2015**

Nature of the Job

Project Accounts Officer – CaFFE will work in close coordination with the Project Manager and Project Accountant in the project titled *Ensuring Electoral Integrity in the Electoral Process through Independent Election Observation and Remedial Action*. The Project Accounts Officer – CaFFE will be solely responsible towards the disbursement of funding to the Campaign for Free and Fair Election (CaFFE) and will monitor the use and management of each installment and the collection of all relevant receipts and invoices for auditing purposes.

Project Officer – TISL will also work closely with the Project Accounts Officer – PAFFEREL to minimize duplication of activities and maximize synergies and joint efforts.

Specific Responsibilities

- A. *Monitoring the Financial Management and Accounting Transactions of CaFFE in relation to the above titled project including:*
- i. Issuing invoices to clients and donors of CaFFE
 - ii. Maintaining relevant records
 - iii. Processing journal, cashbook and ledger entries pertaining to receipts and disbursements in respect of administration expenses by CaFFE employees
 - iv. Ensuring the integrity of the accounting process through adherence to legal, statutory and fiscal standards
 - v. Maintaining an orderly filing system of all accounting related documents for relevant CaFFE transactions under the supervision of, and in accordance with the instructions of supervisors.
- B. *Monitoring the Payments and Maintaining the Accounting System of CaFFE in relation to the above titled project including:*
- i. Preparing for payments by raising vouchers, drawing cheques and dispatching payments for all work done by CaFFE
 - ii. Transparent disbursement of resources to CaFFE in accordance with the financial guidelines
 - iii. Updating the accounting system by posting vouchers to the system and monthly reconciliation of the control accounts

C. Cash Management

- i. Overseeing the control/maintenance of Petty Cash and other institutional expenses and entering all vouchers into the system for CaFFE
- ii. Collecting reimbursements from CaFFE

D. Maintaining an efficient and cost effective Administrative system for CaFFE

- i. Providing management support to the administration
- ii. Ensuring quotations are called before relevant assignments are undertaken by CaFFE
- iii. Overseeing the efficient continuation of logistical functions for CaFFE

Other Responsibilities

And any other responsibilities which may not be herein mentioned but would be the responsibility of the Project Accounts Officer per industry standards, along with any tasks relating to the areas of responsibility assigned to the Project Accounts Officer by the management.

Competencies

Prospective candidates must be partly qualified in Chartered Accountancy/ CIMA, or hold an equivalent qualification in finance and business administration. Should have 2-3 years' work experience, be fluent in English and Sinhala or Tamil. The applicant should also be computer literate, with experience using Quickbook and other relevant software.

The candidate should be able to work independently, take responsibility for the relevant activities and it would be preferable if she/he had experience in project management.