

**Leveraging ICT for Growth, Employment and Governance Project
Bangladesh Computer Council (BCC)
Information and Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology
ICT Tower, Plot # E-14/X, Agargaon, Dhaka-1207,
Bangladesh**

**Terms of Reference
For
Accounts Associate
(Contract Package # AF-S29A)**

October, 2018

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1. Back Ground

Bangladesh Computer Council (BCC), an organization of Information & Communication Technology Division, Ministry of Posts, Telecommunications and Information Technology has received additional financing from the World Bank toward the cost of the Leveraging ICT for Growth, Employment and Governance (LICT) Project (IDA credit no.: 5911-BD) and intends to apply part of the proceeds for payment of services related to Consultancy for Accounts Associate.

The project consists of three components: (i) IT/ITES Industry Development, (ii) E-Government and (iii) Project Management Support.

The project development objectives are to: (i) Catalyze the growth of Bangladesh's IT/ITES industry for employment creation and export diversification; and (ii) Strengthen IT/ITES facilities, policies, standard and guidelines for public sector modernization.

2. Objective of the Assignment

The objective of the consultancy is to track the project's financial transactions through International Development Association (IDA) funds and maintaining the relevant accounts and financial records and producing the required reports accurately and on timely basis.

3. Scope of Services

The Accounts Associate is responsible to work under the direction of Financial Management Specialist (FMS) of the project for tracking the project's financial transactions through IDA funds and maintaining the relevant accounts and financial records and producing the required reports accurately and on timely basis. The Associate will prepare financial reports and statements for management and day to day works following the guideline of the Government and the Bank will report to the FMS on all financial management aspects of the project. The duties and responsibilities of the Associate along with the key requirements for the position are defined below:

- Maintain register, books and other records in appropriate order to meet statutory and reporting requirements of IDA and GOB and to facilitate classification and analysis of financial information including file maintenance in orderly and easily retrievable manners.
- Timely and accurately record transactions in a computerized environment to fulfill accurate and efficient reporting requirement consistently.
- Check and verify bills, for procurement of goods, works and services for the project as per applicable rules and forwarding to the PD for payment approval.
- Write and verify cheques and present those to the signatories and arrange delivery of the signed cheques to the beneficiaries, ensure timely recording of all payments, timely prepare Bank Reconciliation Statement and initiates all correspondences in connection with CONTASA.
- Prepare document for timely replenishment of donor's fund and submission of withdrawal request.

- Draft quarterly Interim Unaudited Financial Report (IUFR) and ensuring their timely submission to IDA.
- Prepare annual and quarterly disbursement forecast for all component of the project in line with the procurement and implementation plan.
- Liaise with Accounts Section of BCC for the reporting as per the need of the Ministry.
- Ensure deduction and payment of local Taxes (Income Tax & VAT) and CD VAT on invoices as per the Income Tax Ordinance and VAT Act.
- Assist both external and internal auditors in carrying out audit by providing necessary financial information and respond to the audit queries.
- Perform any other duty, as and when, delegated by the PD.

4. Qualifications & Experience

- Masters Degree in accounting/MBA from any recognized university or CA course complete from a chartered accounting firm.
- Minimum 3 years of relevant experience in the field of accounting and financial management.
- Experience in accounts and fund management of donor-assisted projects will be given preference.
- Exposure to computerized accounting system.
- Capacity to work in a multi- disciplinary team environment.
- Ability to work under pressure and time bound condition.
- Proficiency in report writing.
- Good command over oral and written English.

5. Reporting Arrangements

The Accounts Associate will assist and report to the Project Director, under the general supervision and guidance of the Financial Management Specialist (FMS).

6. Duration of the Assignment:

The duration of the assignment will be about 06 months and may extend subject to satisfactory performance of the Associate & Project Extension.

7. Facilities to be provided by the Client:

Project will provide appropriate office space and other associated (data, information, furniture, stationeries, etc.) necessary to carry out the assignment.

8. Reporting requirements/deliverable:

The Accounts Associate will need the following reporting requirements/deliverables, but not limited to:

- Monthly progress report;
- Final Reports;
- Any other Report, as required.