

**Sustainable Forest Management for Water Resources Conservation
(COSFOM-KfW)**

Job Description: Finance Officer

Grade: Professional Officer
Working Place: PMU, Imphal with frequent travels
Salary: 45,000/- per month (consolidated)
Age limit: 45 years

Background

Community-based Sustainable Forest Management for Water Resources Conservation in Manipur (COSFOM-KfW) is a development project of the Government of India (GoI) supported by the Federal Government of Germany through KfW within the context of the Indo-German Program on Climate Change Adaptation in the Himalaya. The project is implemented by the Manipur Forest Department (MFD, the Project Executing Agency) and managed by the Community Forestry and Water Conservation Society-Manipur (CF & WCS). The first phase of the project is designed for 7 years from 2018 to 2025. The overall project outcome is formulated as 'Climate resilience of upper watershed ecosystems is improved or sustainably restored and the adaptive capacity of forest dependent communities is increased (through sustainable forest management and water resource conservation)'. The project will work in three catchment areas—the Ukhrul Block of the Thoubal catchment in Ukhrul District, and the Imphal and Singda catchments in Kangpokpi District—and aims at delivering four outputs:

- 1) Participatory watershed planning, coordination and monitoring;
- 2) Restoration and sustainable management of upper watersheds;
- 3) Security and improvements of livelihoods;
- 4) Capacity building for community based watershed management.

Scope of the Work

Overall financial management of the project with budgeting based on the annual work plan, timely withdrawal application, disbursement procedures to project partners, follow procurement procedures with the procurement plan and completing auditing requirements.

Qualifications and Experience**Essentials**

Bachelor Degree in commerce/accountancy at least second class.

Experience

- Minimum 2 years' experience with Master's Degree and 4 years' experience for Bachelor Degree in financial planning and management.
- Computer skills especially Microsoft Words and Excel.

Desirable

- Self-initiative, commitments and pro-activeness;
- Able to work in multicultural team;
- Ability to interact easily with rural communities.

Duties and Responsibilities

- Manage and support overall financial management with timely follow up ensuring the timely fund release and disbursement of the project fund.
- Prepare and support project annual budgets based on annual work plans and assist the DPMU in drawing up of district budgets on time.
- Ensuring maintenance of adequate records of all financial transactions; monitoring of funds management at the district level including monitoring of financial management procedures of the project implementers such as WRCC, NGO and other agencies;
- Expediting release of funds to implementing agencies for timely implementation of Project activities;
- Foresee the training needs to project stakeholders and organise training/workshop to enhance the capacity on financial management;
- Ensuring timely submission UCs of DPMUs and other project partners together with required supporting documentation;
- Compiling consolidated annual budget for the Project;
- Preparing withdrawal application for submission to KFW in accordance with Government of India procedures;
- Prepare procurement plan and process to procuring equipments and office needs which are to be procured at PSU level;
- Assist to complete internal and external auditing as required for project funds;
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.

Reporting to: Project Director

Note: TOR is subject to amendment as per emerging job requirement as the work progresses.