

MANAGER ACCOUNTS

TERMS OF REFERENCE (TORs)

Project Background:

The Punjab Clean Air Program (PCAP) is a strategic, multi-sectoral initiative launched by the Government of Punjab with the support of the World Bank. Its core objective is to address the growing air pollution crisis across the province through integrated policy actions, technological interventions, institutional strengthening, and behavioral change campaigns. The Program targets both urban and rural sources of air pollution, including transport emissions, industrial discharges, agriculture practices (such as crop residue burning), waste management inefficiencies, and construction activities. The program emphasizes collaboration across key departments, including Environment Protection, Agriculture, Transport and Planning & Development Board.

Objective:

The Manager Accounts will be responsible for supporting the Punjab Clean Air Program (PCAP) in all day-to-day financial operations, ensuring compliance with Government of Punjab regulations and World Bank financial management guidelines. The position will oversee payments, payroll, bank transactions, expenditure tracking, and preparation of financial statements. The Manager Accounts will also maintain accurate financial records, process consultant and firm payments, liaise with government financial institutions, and facilitate internal and external audits. The role will contribute to financial transparency, accountability, and timely fund utilization for effective program implementation.

Key Responsibilities:

- Support the project in all financial matters, including opening and maintaining project bank accounts, processing payments and transactions, preparing expenditure and reconciliation statements, and performing all accounting operations related to the project.
- Review and process invoices and claims, maintaining and monitoring payment records for individual consultants and consultancy firms as per their contract agreements.
- Manage the payroll system for all staff and ensure compliance with applicable tax regulations.
- Maintain accurate and properly organized financial records to meet government and donor requirements, facilitating classification and analysis of financial data for project monitoring.
- Track project funds and coordinate with banks and external funding agencies to ensure timely crediting of funds.
- Process payments from the designated bank account in accordance with applicable

rules and procedures.

- Prepare monthly and annual expenditure/financial statements as per prescribed formats and deadlines.
- Liaise with the Finance Department, A.G Office, Treasury Office, and other relevant departments on budget and fund release matters.
- Assist internal and external auditors by providing required financial information.
- Support the project team in preparing annual budget estimates, procurement plans, and other related documents in a timely manner.
- Perform any other tasks assigned by the competent authority.

Qualifications & Experience:

- A Master's degree (16 years of Education) in Finance / Accounts / Commerce / Economics or equivalent from recognized local or foreign institution.
- Should have at least five (05) years of relevant working experience.
- Candidate with experience in World Bank funded projects will be preferred.
- Should have excellent command on MS office.
- Excellent knowledge of government procedure of financial management
- Familiarity with government structure, operations, and procedure.
- Experience of working in development Projects, preferably foreign assisted Projects will be preferred.

Reporting

The Manager shall report to the Program Director. He/she will work in close coordination with the FM Specialist & Procurement Specialist at PCAP-CMU and other members of the PCAP team.

Duration of contract:

The Manager Accounts will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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