

Terms of Reference	
Type	Assistant Manager - Finance
Division	Financial Management
Role	Assistant Manager - Finance
Location	Aizawl (Mizoram)
Reports to	Deputy Director (Finance and Procurement)
Salary per month	Rs. 60,000/-
General description of task(s) and objectives to be achieved	
I. Background FOCUS 2.0 (Fostering Climate Resilient Upland Farming Systems) is a six-year, externally aided project supported by the United Nations - International Fund for Agricultural Development (IFAD). The project is designed to strengthen climate-resilient, market-led farming systems across all districts of Mizoram. Building on lessons learned from Phase 1, FOCUS 2.0 adopts a cluster-based approach (Zau) to enhance agricultural production and market access, ensuring that production is driven by market demand. FOCUS 2.0 promotes sustainable land use, integrated farming practices, and inclusive value chain development. The programme emphasizes convergence with relevant government schemes and encourages deeper community engagement to build resilient livelihoods and drive equitable rural transformation. By adopting a market-led production system, the project aims to meet both local and national demands for agricultural products while ensuring climate resilience. The project is implemented by the Planning and Programme Implementation Department - Government of Mizoram and focuses on facilitating transformative changes in the farming systems through innovative approaches and strategic partnerships II. Overall objective of role Under the direct supervision of the Head of Finance (Deputy Director – Finance and Accounts) ,Deputy Manager Finance and within the framework of project's official legal documents and loan agreements, responsible for supporting the Head of Finance and Deputy in the financial and administrative management of the FOCUS 2.0 PMU , including Accounting, Budgeting , financial reporting, internal controls, auditing arrangement, flow of funds and the efficient management of projects resources. Specific duties: III. Roles and responsibilities Under the direct supervision of the Finance Manager (PMU), specific duties include: - Financial Management Support - Assist the Finance Manager (PMU) in the implementation of a sound financial management system. - Prepare financial reports, including monthly funds reconciliation, and monthly, quarterly, semi-annual and annual expenditure statements; - Financial Reporting and Reconciliation - Prepare financial reports, including monthly funds reconciliation, and monthly, quarterly, semi-annual and annual expenditure statements. - Assist the Finance Manager (SPIU) in the preparation of withdrawal applications and IFRs. - Prepare cash flow forecasts as required. - Monitor financial returns from Implementing Partners, including periodic visits to their offices. - Accounting Operations and Payments	

- Prepare transaction vouchers, and input all transactions into the SPIU accounting system before submission to the Head of Finance and Deputy Finance Manager (SPIU) for approval.
- Process all payments, ensuring that SPIU procedures are strictly adhered to.
- Process monthly payroll, payment of salaries to staff and project contributions.
- Manage and report on the use of Petty Cash in accordance with the approved procedures.

4. Budgeting Support

- Assist in the preparation and monitoring of annual operational budgets.

5. Supervision and Capacity Building

- Functional supervision and training of assistant accountants in PMU and Assistance Manager Finance at DPMUs.

6. Records Management and Asset Control

- Maintenance of a well-organized and up-to-date filing system for accounting and financial records as well as a fixed asset tagging system.
- Perform physical inventory of project assets each year.

7. Audit Support and Other Responsibilities

- Provide assistance to the external auditors as required.
- Undertake any other activities assigned by PMU management.

Qualifications and timeline

IV. Required qualifications and experience

Educational Background

- Accounting or Finance, undergraduate degree
- Postgraduate in Finance /Accounting
- Overall experience in similar position 4 years or in-lieu of PG in finance 5 years of experience in a similar position
- Experience with Externally Aided Projects is desirable
- Good understanding of Indian Accounting and Audit standards

V. Duration and timeline

The position is envisaged for the entire project period. The selected candidate will be offered an initial contract of 1 year, which would be renewed depending on performance and continued need.