

JOB DESCRIPTION

MINISTRY OF HEALTH GLOBAL FUND PROJECT HIV GRANT

POST OF 'FINANCE ASSISTANT'

Global Fund to Fight AIDS, Tuberculosis & Malaria (Global Fund) has awarded 2 grants to Sri Lanka amounting to US\$ 9,427,299 for the period 01st January 2022 to 31st December 2024 of which the Ministry of Health is the Principal Recipient. This project supported components are involved in the prevention and control of HIV/AIDS and Tuberculosis.

A fulltime service of a '**Finance Assistant**' position on contract basis is required for the HIV Component/Grant of the Global Fund Project, Ministry of Health (MoH). The Finance Assistant will assist the preparation of financial documents for the submission of monthly accounts and final financial statements.

The Finance Assistant reports to the Project Manager, HIV Component / Director, National STD/AIDS Control Programme (NSACP) and will be based at the HIV Grant Office, Medi House, Colombo 10.

MAIN DUTIES AND RESPONSIBILITIES:

1. Preparation and submission of settlement vouchers.
2. Verification of the accuracy of the paid documents.
3. Data entry of vouchers into the accounting system.
4. Preparation of lists of outstanding payments and following up advances
5. Updating the fixed asset register.
6. Preparation of bank reconciliations.
7. Entering the data to CIGAS weekly and preparation of reconciliation between the CIGAS and the Accounting package Accsoft used for Global Fund financial reporting.
8. Preparation of monthly ledger reports.
9. Arrange the all-suppliers' payments and maintain the cheque register of the grant.
10. Maintain the physical cash book tallying with the ACCSOFT system balance.
11. Entering all payment vouchers, settlement vouchers and the receipts to the ACCSOFT.
12. Need to encash the crossing cancelled cheques from the bank and handover the cash to relevant parties.
13. Maintain the Files for Payment Vouchers, Settlement Vouchers, Other related documents with order of serial number.
14. Need to check and complete whether all relevant officer's signatures are on the vouchers.
15. Providing assistance for audits carried out by the General Auditors and the Local Fund Agent.
16. Provide the information to Accountant and Finance Supervisor when they request.
17. Assist/support other grants of the Global Fund Project of the Ministry of Health, if and when needed.
18. Any other tasks related to finance assigned by the Supervising Authorities which may arise – out of the course of business.

REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES:

1. Should have passed in all the subjects in one sitting (except Common General Test and General English) at the General Certificate of Education (Advanced Level) Examination. It is sufficient to have passed in three (03) subjects in one sitting under the old syllabus; and Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects at one sitting with four (04) credit passes in Sinhala / Tamil / English Language and Mathematics and two other subjects.



2. Should have minimum one-year hands on experience in similar capacity at GOSL/Foreign Funded projects or Cooperate Sector organization.
3. Hands on experience with Accountancy software packages such as AccSoft, QuickBooks® will be an advantage.
4. Formal training in Finance Management will be a definite asset.
5. Outstanding team player with the ability to adapt to organization's environment and has an interest to grow with the organization.
6. Working experience in the use of computers and office software packages (MS Word / Excel / PowerPoint / Internet / Email / Fax / Post / SMS / Viber / WhatsApp / Virtual or online communication tools such as Skype / Zoom / MS Teams etc.), and being adept at statistical software, spreadsheet, word processing, presentation, internet and email is a must, and required to produce certificates as proof.
7. Demonstrated communication skills (written and oral) – Working knowledge in English and confidence in Sinhala and/or Tamil language is required and need to submit proof certificates.
8. Demonstrated negotiation /consultation skills is required.
9. Preference will be given to those who have minimum 3 to 4 years' prior working experience in a similar capacity in foreign funded projects, especially in the public sector.

GENERAL CONDITIONS:

1. The duty station will be Colombo but may need to travel to project implementation sites all over the country.
2. Age should be below 64 years as at 31.12. 2023.
3. Recruitment will be on contract basis. The initial contract will be for one year, of which the first three months will be on probation.
4. The contract period is renewable annually, through the satisfactory performance demonstrated at a formal performance appraisal by the Supervising Officers.
5. Salary is as per Public Administration Circular No 03/2016; Service Code: MN 2 - Grade III. (As at 01.01.2023: Rs. 28,940.00*1.5 + Rs. 7,800.00 = Rs. 51,210.00)
6. The contribution of the employer for EPF is 12% and ETF is 3% of the salary. The EPF contribution of the employee is 8% of the salary.
7. Annual Holiday & Leave: As per the Shop and Office Employees Act
8. Working hours: 8.30am – 4.15pm – Monday - Friday.
9. Dress code: Smart casual
10. Selected applicant should be able to take up the assignment within reasonable time period preferably immediately or within one month.
11. No officer will be selected if he/she has been subjected to any disciplinary action during his/her career.
12. Candidates who are already in the public service should send their applications through the relevant Head of the Department / CEO of the Agency who should indicate that the candidate could be released in the event of being selected to the post.
13. Only short-listed candidates will be called for an interview.