

Tamil Nadu Urban Habitat Development Board

TERMS OF REFERENCE

Financial Expert

Project Background:

Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank. The objective of the project is to strengthen the housing sector institutions of Tamil Nadu for increased and sustainable access to affordable housing. This project will finance technical assistance and capacity building support to state-level institutions and their programs. Under this component, support will be extended to TNUHDB to improve their institutional performance and capacity, and to enhance the effectiveness of their programs and sustainability.

Tamil Nadu Urban Habitat Development Board is also currently preparing the Inclusive Resilient Sustainable Housing for Urban Poor Project in Tamil Nadu financed by the Asian Development Bank. The Proposed project will promote access to inclusive, resilient, and sustainable housing and urban development in Tamil Nadu by supporting Tamil Nadu in:

- i. relocating vulnerable communities living in high-risk areas to safe shelter
- ii. providing affordable, proper housing for households and migrant workers from the economically weaker sections (EWS) and low-income group (LIG)
- iii. strengthening the state's capacity to design and implement integrated development plans for its regions. The project will support the resettlement of slum households in vulnerable waterways to safe relocation sites.

I. Scope of Work

The Financial Expert is expected to support in implementation of the double entry accrual accounting, and software implementation in the Board.

The detailed Roles & Responsibilities of the Financial Expert include but not limited to :

- Ensuring proper implementation & operation of Double Entry Accrual based Accounting System and TALLYERP software and corresponding coordination with the consultant, in the following Key activities, namely,
 - a) Support in the study of the existing business and financial procedures of TNUHDB, and business process re-engineering in required areas and document them.
 - b) Study the existing Act and Rules governing the accounting of TNUHDB and provide changes to the Act and draft the amended accounting rules,
 - c) Support in reviewing the accounting manual covering all transactions including budget and costing system of TNUHDB and support in finalizing the manuals submitted by the consultants.
 - d) Prepare a project management plan with timelines and responsibilities to for implementation of reforms, regular review and update the plans and brief the board about the progress and other bottlenecks
 - e) Support in Implementation of Tally ERP software across all locations for accounting, budgeting, costing and financial reporting needs of TNUHDB

- f) Support in User Acceptance Test (UAT), Pilot, and Roll out and work out strategies for the implementation with the consultants
- g) Oversee the development of training materials
- h) Provide training and build capacity of TNUHDB staff.
- i) Support activities in preparing opening Balance Sheet as on 1st April 2022 for all the Divisions, HO and Consolidated Balance Sheet and
- j) Oversee the development of Data base of employees and implement a COTS payroll software which is the best fit for TNUHDB.
- k) Review the work of consultants on regular basis and update the Board to ensure implementation on track
- l) Any other work given by the Board

II. Qualification

Professional qualifications: C.A. or ICWA qualified.

III. Years of Experience and work experience

3-5 years of post-qualification experience with working experience preferably in similar projects of developing and implementing the accounting reforms as well good knowledge of accounting policies, accounting manuals, implementing of software like Tally etc.

IV. Competency

The incumbent should demonstrate:

- a) Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- b) Ability to work under tight deadlines.
- c) Excellent organizational skills.
- d) Ability to work independently as well as in a team.
- e) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- f) Excellent computer and document processing skills.

V. Duty Headquarters

The duty headquarters of the Financial Expert will be the Project Monitoring Unit located in the office of TNUHDB. She / he will be required to travel frequently within and outside the city and occasionally outside the state for project purposes depending on the requirement. The travel & connected costs will be borne by Board as per eligibility.

VI. Duration

Appointment to the post will be on contract full time basis initially for a period of 24 calendar months from the date of award of contract or till the end of the project whichever is earlier.

VII. Reporting Arrangements

The Financial Expert will report to the Jt. Managing Director, PMU, TNUHDB.