

# **National AIDS Council Secretariat Recurrent Account (NACSRA) Accounting Function Tender**

## **Terms of Reference**

Specifically the assistance will be responsible for the operational management of the NACSRA to ensure it fulfills its objectives, tasks and reporting requirements and includes:

a. Independent monitoring, examination and control of the NACS Recurrent Account expenditure, including:

- Reporting to the NAC, NAC Finance Sub-Committee and to the Director of NACS on a monthly basis;
- Manage the Financial Management Procedures Manual and associated Key Performance Indicators (KPIs) for the NACS Recurrent Account;
- In consultation with the NACS BERC, NAC, the Chairman of the NAC Finance Sub-Committee and NACS Director, develop the Budget and cash flow for the NACS Recurrent Account;
- Provide financial controller functions for the NACS Recurrent Account expenditures answerable directly to the NAC and Chairman of the NAC Finance Sub-Committee;
- Review all audit reports and audit recommendations received by NACS with reference to the NACS Recurrent Account;
- Maintaining an assets register for assets purchased through the NACS Recurrent Account;
- Preparing GST claims;

b. Financial management capacity building of NACS staff managing the Recurrent Account

In consultation with Director NACS, NAC and Finance Sub-Committee develop a Capacity Building work plan for the training and development of accounting staff working in the NACS Recurrent Account;

- Oversight and review adherence to NACS Recurrent Account procedures by all NACS personnel;
- Familiarise new staff to NACS with the objectives and functioning of the NACS Recurrent Account and provide training/mentoring as necessary;

c. Complete review and assessment reports, and line-item level accounting reports on expenditure incurred through the NACS Recurrent Account including:

- Set-up Chart of Accounts and enter all expenditures made through the Recurrent Account into MYOB and phase out PEGAS;
- Prepare monthly reports for the NACS BERC;
- Provide input to NACS during the preparation of the consolidated annual HIV and AIDS expenditure report;
- Present all reports as required to the NACS BERC, NAC and the NAC Finance Sub-Committee and National Parliament; and
- Ensure all funds expended by NACS for operational costs are adequately acquitted.

Depending on the success of stage 1 (Recurrent Budget), the successful applicant will be offered Stage 2 (Development Budget) and possibly the procurement at an even further stage.

**For additional information, or to discuss the TOR in more detail, please contact Mr Rod Mitchell, Chair NAC Finance Committee, on 325 8148 or [rodmitchell@nasfund.com.pg](mailto:rodmitchell@nasfund.com.pg)**