**Terms of Reference
Finance Manager
Joint IsDB/ISFD/GPE SmartED Project in the Kyrgyz Republic**

**1. Background**

The Ministry of Education (MoE) of the Kyrgyz Republic, with financial support from the Islamic Development Bank (IsDB), the Islamic Solidarity Fund for Development (ISFD), and the Global Partnership for Education (GPE), is implementing the Joint SmartED Project. The project aims to improve access to and quality of inclusive education, particularly in underserved and climate-vulnerable regions, while supporting reforms in teaching, learning, and institutional capacity.

To ensure sound financial oversight and transparent implementation of project activities, a Project Management Unit (PMU) will be established within the MoE. The Finance Manager will be a core member of the PMU, responsible for financial planning, disbursement management, accounting, and compliance in line with IsDB guidelines and national regulations.

**2. Objectives of the Assignment**

The objective of this assignment is to provide strategic and day-to-day financial management support to the PMU and ensure effective use of project funds. The Finance Manager will be responsible for maintaining accurate financial records, preparing financial reports, facilitating audits, and ensuring compliance with donor and government financial procedures.

This role is critical in supporting the PMU’s financial oversight responsibilities and in maintaining the credibility and efficiency of the project’s financial operations.

**3. Scope of Work**

The Finance Manager will carry out the following duties:

**a) Financial Planning and Budgeting**

To ensure sound financial forecasting and resource allocation, the Finance Manager will:

* Prepare annual financial plans and cost estimates in coordination with technical and procurement staff;
* Monitor financial execution against budgeted activities and flag any discrepancies;
* Assist in updating disbursement forecasts and financial projections for submission to IsDB and MoE.

**b) Accounting and Financial Management**

The Finance Manager will be responsible for day-to-day accounting and financial control, including:

* Maintaining complete and accurate accounting records in accordance with national standards and IsDB requirements;
* Processing financial transactions including payroll, vendor payments, travel advances, and expense reimbursements;
* Managing fixed assets and ensuring their proper documentation.

**c) Disbursement and Bank Account Management**

To ensure smooth fund flow and minimize delays, the Finance Manager will:

* Manage project bank accounts and ensure timely replenishment of the Designated Account(s);
* Prepare withdrawal applications and supporting documentation for submission to IsDB;
* Perform monthly reconciliations of bank and cash accounts.

**d) Financial Reporting and Audit**

For accountability and compliance, the Finance Manager will:

* Prepare and submit Interim Unaudited Financial Reports (IFRs) on a quarterly basis;
* Draft annual financial statements and coordinate with external auditors;
* Ensure timely follow-up on audit recommendations and maintain a log of corrective actions.

**e) Compliance and Support to Stakeholders**

The Finance Manager will help ensure full compliance and coordination by:

* Ensuring that all financial operations align with IsDB guidelines and Kyrgyz laws on taxation, labor, and procurement;
* Liaising with the Ministry of Finance, MoE departments, and IsDB fiduciary staff on financial matters;
* Supporting capacity building of any junior finance personnel or accountants, if applicable.

**4. Expected Deliverables**

The Finance Manager is expected to produce the following outputs:

* Annual financial plans, cash flow projections, and budget utilization reports;
* Quarterly IFRs submitted to IsDB and MoE, in accordance with agreed timelines;
* Reconciled bank and cash account statements;
* Complete and auditable financial documentation and payment records;
* Annual financial statements and responses to audit findings;
* Inputs to project progress reports, particularly the financial performance sections.

**5. Qualifications and Experience**

To successfully fulfill the responsibilities, the candidate should possess the following qualifications:

* University degree in finance, accounting, economics, business administration, or a related field; a postgraduate qualification (e.g., CPA, ACCA, or similar) is an asset;
* At least 7 years of experience in financial management, preferably on donor-funded projects;
* Familiarity with Islamic Development Bank or other multilateral development bank financial policies is strongly preferred;
* Good understanding of Kyrgyz accounting, taxation, and financial reporting regulations;
* Demonstrated experience in preparation of IFRs, disbursement requests, and audit facilitation;
* Proficiency in financial software (e.g., 1C, Excel) and strong computer literacy;
* Fluency in Russian is required; working knowledge of English and Kyrgyz is an asset.

**6. Duration and Reporting**

The assignment will be full-time for an initial duration of 12 months, with the possibility of extension based on performance and project requirements.

The Finance Manager will report directly to the Project Coordinator and work in close coordination with MoE finance units, external auditors, and IsDB representatives. The duty station will be Bishkek, with occasional travel to project regions as required.