

JOB DESCRIPTION - PUBLIC FINANCE MANAGEMENT ADVISOR – MP-II SCALE

(1) The Public Finance Management Specialist will be a lead resource for the E&SED for reforms in budget formulation, budget execution, accounting, auditing, internal controls, inter-governmental fiscal relations, financial management information systems etc. including but not limited to regulatory framework therefor and all matters connected with or ancillary to the aforesaid matters.

(2) Without prejudice to the generality of clause '1' above, the Public Finance Management Specialist shall perform the following functions;

- I. Develop and maintain an integrated accounting, budgeting, financial management, communication and monitoring system which complies with applicable standards and policies and provides for complete, reliable, consistent and timely information, prepared on a uniform basis, which is responsive to the information needs of the E&SED;
- II. Development and reporting of cost information of services and things of value provided by the E&SED;
- III. Putting in place measures for risk assessment, prevention and detection of frauds and assets management;
- IV. Maintain schedule of establishment of the said E&SED and of the District / City District Governments in the Khyber Pakhtunkhwa and assist the E&SED in cases involving schedule of new expenditure (SNE);
- V. Assist the E&SED and its entities in internal controls;
- VI. Deal with matters pertaining to audit including Departmental Accounts Committees, Special Departmental Accounts Committees, Public Accounts Committees, Appropriation Accounts and reconciliation of accounts;
- VII. Systemic review of regulatory framework relating to public finance management;
- VIII. Support E&SED in costing of the Education Sector Plan and its updating;
- IX. Introduction of school-based budgeting and matters connected therewith;
- X. Regular review of Annual Development Programme and budget execution and regulatory framework and measures consequential thereto;
- XI. Dealing with matters pertaining to the online budgeting and accounting system introduced through the Project to Improve Financial Reporting and Auditing (PIFRA);
- XII. Mainstreaming of public financial management aspects of the Parent-Teacher-Councils (PTCs);
- XIII. Analysis of new programmes, plans, projects, policies for their PFM aspects;
- XIV. Undertaking studies to ascertain financial sustainability of autonomous bodies and special institution of the E&SED;
- XV. Liaison with the Finance Department, Accountant General, Khyber Pakhtunkhwa and Provincial Assembly;
- XVI. Support Education Advisor in undertaking research and studies on any matter relating to the elementary and secondary education;
- XVII. Propose measures to ensure expeditious, economical and effective budget execution to produce intended results and exercise all available powers therefor;

- XVIII. Deal with Provincial Finance Commission and financial matters of the District / City District Governments in the Khyber Pakhtunkhwa;
- XIX. Support Education Advisor in developing policies for conditional grants; and
- XX. Perform any other function assigned by the Secretary E&SED or the Director (ESRU).