



Department of Samurdhi Development
Empowerment Program
Recruiting Financial Management Specialist

In June 2023 The World Bank (WB) Executive Board approved the social protection project and the project's development objective is to support Sri Lanka in Providing better targeted income and livelihoods opportunities to the poor and vulnerable

The Director General of Department of Samurdhi Development now invites CVS in following post for a period of 20 Months

Post	No of Posts	Reference No
Financial Management Specialist	01	DSD/HO/02/Ad/02/2025

The detailed Duty List can be found at the following website :
<http://www.samurdhi.gov.lk>

Interested individual should provide CVS with demonstrating his/her H qualifications and relevant experience to perform the services to the address given below on or before 11th December 2025 registered post, email to **adsamurdhi2014@gmail.com** or by hand. Please note to indicate relevant reference number Mentioned above at the left hand corner of the envelop (for inquiries – 011 2873996 during office hours)

The shortlisting criteria are : Educational Qualification Working Experience and previous experience of working for similar type Projects and Research publication done.

Salary :- Entitled to PS3 Level of Salary Scale & allowances as per Management Services
Circular No : 01/2019

Qualifications :- Reffer Annexure 01 of MSD Circular No 01/2019

EPF &ETF contribution by the Employer will be 12% and 3% respectively.

Age :- below 67 years

Director General
Department of Samurdhi Development
4th floor, Stage 01,
Sethsiripaya,
Battaramulla.

Terms of Reference
Financial Management Specialist for Social Protection Project
Project Implementation Unit (PIU)
Department of Samurdhi Development

Department of Samurdhi Development is the implementing agency of component 2 of the Social Protection Project financed by World Bank. The project aims to promote sustainable livelihoods of selected number of Aswasuma cash transfer beneficiaries among the two categories of severe poor and poor Aswasuma beneficiaries through a pilot program. The project duration is 14.12.2023 – 30.09.2027.

The PIU is responsible for day to day management of the project activities considering the relevant government regulations and the World Bank guidelines.

Main Responsibilities

The responsibilities of Finance Management Specialist encompass financial planning, budgeting, forecasting and analysis ensuring effective resource allocation and compliance financial regulations. They also track expenditures, manage cash flow and provide financial reporting.

1. Maintaining and administration of the project accounts
2. Coordinating with implementing entities with regard to the budget estimates
3. Preparation of budget estimates and reporting to the Treasury through Secretary, WB
4. Prepare monthly imprest requirement and submit to the Treasury
5. Ensure that expenditure are made according to the government and World Bank financial procurement guidelines.
6. Provide required project financial data / information to the higher authorities for decision making
7. Attend the project review at the DSD, Ministry, Treasury and the World Bank
8. Assist with audit report preparation
9. Coordinate with report preparation
10. Preparing expenditure reports and reporting through the Project Coordinator / Director to the relevant authorities
11. Preparing other required financial statement and reports.
12. Ensure that all supporting documents in respect of project financial transaction are adequately authorized by relevant officers.
13. Maintain project accounting system and provide confirmation of the proper receipt and use of project funds in accordance with the Project Financing Agreement between MOF and WB. This system should ensure timely and accurate accounting of all transactions under the project and clear presentation of financial information.
14. Process all the fund requirement through the Client Connection System of the WB
15. Any other matters assigned by the Director General / Secretary on project financial management