**PROJECT**

# The Payment Specialist/Accountant
# "Tax Administration Reform Project in Uzbekistan"

## TERMS OF REFERENCE FOR THE PAYMENT SPECIALIST/ACCOUNTANT

**Background**

With a view to realizing the tasks set for the improvement of the operational efficiency and effectiveness of the tax agency and increase voluntary compliance in Uzbekistan, which is currently one of the priority areas and is supported by normative legal documents of the government, the State Tax Committee initiated the preparation of the new investment project "Tax Administration Reform" by financial cooperation with the World Bank.

The proposed Project would be implemented over a period of five years (from 2021 to 2026), organized around four components, and financed by an International Development Association (IDA) Credit of US$ 60 million.

The implementing agency is the State Tax Committee (STC) of the Republic of Uzbekistan.

**Project Development Objectives**

The Project Development Objective (PDO) is to improve the operational efficiency and effectiveness of the tax agency and increase voluntary compliance.

**Project description**

The project total estimated cost is US$60 million.
The project includes the following four components:
Component 1 will focus on optimizing and automating core tax administration business processes at the STC.
Component 2 will aim to reduce the informal economy.
Component 3 will aim to strengthen STC's institutional capabilities.
Component 4 is a nontechnical project management component.

**Project management**

The State Tax Committee (STC) of the Republic of Uzbekistan is the leading executive agency for the Project.

**Description of duties**

The main duties of the **Payment Specialist/Accountant** include, but are not limited to the following:

Responsible for assisting the Financial Management Specialist (FMS) in financial management and administration by managing all accounting transactions, reconciliation, reporting, period end closing and organization of financial documents and records.

The Payment Specialist/Accountant is required to liaise with external stakeholders, as needs presents, and support in resolving matters affecting the PIU financial affairs.

**The specific duties of the Payment Specialist/Accountant include:**

- Manage all accounting transactions and effectively plan, and execute monthly, quarterly, and annual closing;
- Prepare operational and capital budgets, including those for annual work plans;
- Upload the annual operating budgets into the accounting system for comparative analysis and control purposes;
- Maintain financial books of accounts and record for FMS and PIU Director;
- Prepare weekly/monthly bank reconciliations for all bank accounts;
- Analyze and prepare reconciliation of all the balance sheet accounts every month, including the long-term liability and receivable, and resolve reconciling items within specified time;
- Check and confirm the accuracy of the monthly amortization table to ensure the carrying values are aligned with the long-term account receivable balances;

- Maintain up-to-date reconciliations and aging analyses of lending resources;
- Prepare monthly billing invoices and submit to the FMS;
- Make payments according to approved budgets, work plans, and policies, including contractual obligations;
- Maintain all supporting documentation for annual year-end audit in organized binders/accessible digital copies;
- Report ant internal financial shortcomings and irregularities;
- Ensure that PIU books and accounting records are accurate and current, and they are easily retrievable for operational and audit purposes, and copies of these are retained as per any laws/regulations or official documents.

**Professional ethics:**

Possession and demonstration of honesty and high ethical standards at every stage of the project implementation;
Display of cultural, gender, religious, racial, national and age sensitivity and adaptability.

**Development and efficiency**

Ability to identify problem factors, problem cause research experience and skills;
Be pro-active to potential issues and problem areas that may affect project implementation and will require due resolution steps.
Integrity and efficiency in meeting commitments and achieving results.

**Duration of the tasks.**

The employment contract will be for the duration of the project implementation (approx..5 years), which will be subject to a one-year probation period.

**Reporting**

The Payment specialist / Accounting will report to the FMS and PIU Director.

**Qualification**

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| Education | Higher Education in Economics, Accountancy, Finance or equivalent. |
| Requirements | At least 5 years of work in accounting, audit or financial management. Experience and, particularly, experience of projects financed by the World Bank or other International Financial Institutions' (IFI) is highly preferable. |
| Skills | Excellent written and oral communication skills to deliver technical, financial documents and reports. Excellent computer skills in Microsoft Office tools (Word, Excel and etc.) and 1C accounting software, including database use. |
| Languages | Russian and/or Uzbek is necessary. Working level English is required for the position. |