

Government of Nepal
Ministry of Energy, Water Resources and Irrigation
Alternative Energy Development Board

TERMS OF REFERENCE

Title : Finance Expert
Responsible to : Alternative Energy Development Board through the
Coordinator of Compliance and Ethics Sub-committee
Report to : Coordinator, Compliance and Ethics Sub-committee

Context:

AEPC has institutionalized the Compliance Unit from the decision of the Board dated 04/01/2016 (20/09/2072 BS) to serve the oversight function to ensure the adequacy of internal controls at the institutional level. A sub-committee for the compliance and ethics has been provisioned in clause 37 of the Financial Discipline and Good Governance Regulation, 2018 of AEPC. The oversight of the Unit is done by this sub-committee headed by one Board member to oversee the internal control, ethics and internal audit of AEPC. Other members of the sub-committee Finance and Legal Heads from the respective line Ministry and Independent Finance and Legal experts appointed by the Board.

AEPC supports in hiring the experts at the Compliance Unit. The unit directly reports to the Sub-committee on a periodic basis highlighting the improvement needs to ensure functioning of the internal controls and compliance.

Main Task:

The duties and responsibilities of the Finance expert include, but are not limited to the following -

- Act as a secretary for the compliance and ethics sub-committee of the board and participate in all meetings of the sub-committee. Prepare meeting agendas, minutes of the meeting and present progress report to the sub-committee.
- Check, review and verification of the compliance of the activities of the AEPC/programs under AEPC and CREF with policies, rules and regulation mentioned in the National Level Act and Guidelines on Financial Procedures, Procurement, Corruption Prevention, Right to Information and Good Governance and also ensure adherence to Institutional policies on grievance handling and information disclosures and other relevant compliance procedures as per the Standard Operating Procedure, Financial Discipline and Good Governance Regulation and Financial Mismanagement and Corruption Prevention Resource Book.
- Report the review outcome to the board through sub-committee coordinator and recommend the improvement to AEPC.
- Conduct investigations on alleged prohibited practices on activities that involve AEPC finances. Conduct orientation and training to AEPC staffs to improve financial/ethics procedures.

- Prepare annual audit plan of the compliance unit and get it approved by the sub-committee. The thematic working area of the compliance unit includes the following but not limited to
 - a. Monitor the integrity of financial statements of AEPC.
 - b. Review the adequacy of internal control and risk management system at AEPC
 - c. Review AEPC's procedures for detecting fraud, system and control for the prevention of non compliance
 - d. Review suspected breaches of code of ethics
- Support to prepare and finalize periodic compliance report related with financial compliance matter and facilitates AEPC to close the issues of finance if any.
- Develop necessary internal guidelines and procedures to ensure effective compliance and control
- Any other tasks and duties as assigned by the Board and/or Sub-Committee related with financial matters.
- Work regularly at secretariat of the sub-committee stationed at AEPC premises.
- Coordinate with the members of the sub-committee on a regular basis to improve the financial systems.