



**Finance Specialist  
CAREC Institute  
Terms of Reference**

**Organization:** CAREC Institute

**Location:** Urumqi, People's Republic of China

**Position Type:** Full-Time Professional Service Contract

**Application Deadline:** 7:00 p.m., 9 May (Friday), Beijing time.

Please submit your CV, cover letter, and references to Ms. Jia Ni at CAREC Institute via [hr@carecinstitute.org](mailto:hr@carecinstitute.org).

The Central Asia Regional Economic Cooperation Institute (CAREC Institute or CI), in partnership with a leading global accounting firm, seeks a qualified Finance Specialist to provide dedicated financial management and advisory services to CI.

CAREC Institute is jointly shared, owned and governed by 11 member countries: Afghanistan, Azerbaijan, the People's Republic of China, Georgia, Kazakhstan, the Kyrgyz Republic, Mongolia, Pakistan, Tajikistan, Turkmenistan, and Uzbekistan. It is a knowledge support arm of the CAREC Program which is a proactive facilitator of practical, results-based regional projects, and policy initiatives critical to sustainable economic growth and shared prosperity in the region, guided by the overarching vision of "Good Neighbors, Good Partners, and Good Prospects."

This locally recruited position is open exclusively to nationals of the People's Republic of China.

**Key Responsibilities**

- Maintain accurate and up-to-date financial records, including journal entries, ledgers, and reconciliations.
- Ensure timely processing and recording of financial transactions, payments, and payroll.
- Monitor the Institute's cash flow and payment schedules, forecast future financial needs, and develop relevant deposit or investment plans.

- Prepare periodic financial statements and reports, ensuring accuracy, compliance and alignment with organizational needs.
- Develop budget reports for the Institute and relevant programs, track budget utilization and performance, and provide detailed variance analyses.
- Coordinate external and internal audits, addressing findings and recommendations promptly.
- Provide timely forecasts for the institute's medium- to long-term funding needs and financial outlook.
- Assist in developing and updating the Institute's financial and accounting manuals.
- Ensure compliance with local financial regulations, donor requirements, and internal organizational policies.
- Support procurement processes by verifying financial documentation.
- Perform any other duties as required by the supervisor.

#### **Qualifications and Selection Criteria**

- Master's degree in accounting, finance, or a related area.
- Minimum four (4) years of professional experience in finance, budget, accounting or related area.
- Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), or similar recognized professional designation is preferred.
- Proficiency in accounting software (e.g., Yong You, Jindie or similar) and Microsoft Office Suite, with advanced knowledge of Excel.
- Strong knowledge of accounting principles, tax regulations, and financial reporting standards.
- High level of integrity and attention to detail.
- Fluency in English.

#### **Employment Terms**

- **Contractual Relationships:** This position is a professional service contract administered by BDO China Shu Lun Pan CPAs (立信会计师事务所) (TBD).
- **Duration:** Initial contract term is 2-3 years, renewable based on performance.
- **Remuneration:** Competitive salary aligned with CAREC Institute's policies.
- **Reporting:** This position reports to the Chief of the Human Resources and Finance Division at the CAREC Institute.