

**Terms of Reference (ToR) for the position of Assistant Financial Counselor (AFC):**

Main responsibility will be to supplement/complement the efforts of the Financial Counselor (FC) for ensuring proper, timely, and cost-effective implementation of Pilot Project on Centre for Financial Literacy as per the Project Proposal / Plan enclosed.

The aforesaid supplementary/complementary responsibilities will include

**Program functions:**

- Field activities including Research, identification of Project villages, Demand/Baseline/End line survey and compilation of data relating thereto
- Plan, organize and conduct Mass Awareness Campaigns (MACs), Household Training (HHT) Programmes, Moholla training/ Community training, Financial Linkages interventions as Trainer and Facilitator in the block assigned.
- Logistics arrangements for programmes and other events
- Rapport building with community leaders, participants and local stakeholders.
- Assist in program organizing and community mobilization.
- Provide counseling support to the visitors of the CFL specially in absence of Financial Counselor
- Conduct Household visits of participants for financial counseling and linkages
- Participate in capacity building training programmes
- Ensure proper display of charts, images, boards related to financial literacy in the CFL
- Participate in all Project Activity and be developed as expert Trainer
- Assist FC in effective implementation of project activities including those not listed above
- Ensure availability of literature, Pamphlets, forms, awareness and information materials for financial literacy and financial linkages for display / distribution.

**Reporting / MIS functions:**

- Create and maintain MIS of Programme and participant level data with linkage details in the computer.
- Daily data filling in MIS for the ongoing programmes and events.
- Email operations and correspondence to ISMW HO to provide time to time updates on programmes and requisite information asked.

**Office Master / Establishment functions:**

- Custodial functions for safety, security, and maintenance/upkeep of CFL premises and all assets of CFL.
- Open and Close CFL as per the scheduled time of operations and ensure that it remain open during office hours on all the working days.
- Ensure availability of required stationary in the CFL.
- Maintenance and settlement / reconciliation of petty cash accounts with HO on regular basis as per instructions
- Efficiently utilization of financial resources to minimize the cost.
- All Record Keeping: Attendance Register, Asset Register, Visitor's Book, Guest Note book, Daily Cash Book, Movement Register, Activity logbook, Filing of programme /key documents & maintenance of other records and register.

**Other responsibilities:**

- Any other responsibilities as may be assigned by the Financial Counselor and Senior Authorities of ISMW from time to time