

(A) Terms of Reference (TOR) and **(B) Advertisement notice** suitable for calling applications from temporary consultants with CA/CPFA qualifications.

A. TERMS OF REFERENCE (TOR)

Engagement of Temporary Consultant – SLPSAS Publication & ISO 9001 Documentation Association of Public Finance Accountants of Sri Lanka (APFASL)

1. Purpose of the Assignment

APFASL seeks to engage a temporary external consultant (CA Sri Lanka or CPFA member) to complete two critical documentation projects:

1. Preparation of the ISO 9001:2015 systems and process documentation for APFASL; and
2. Finalisation of the publication-ready SLPSAS Volume, including formatting, layout, indexing, and proofing.

The consultant will work on a part-time basis and be paid on a work-completed basis.

2. Duration

Each assignment will run up to 6 months (a total of 12 months if the same individual continues both projects).

Work is expected to commence in January 2026.

Engagement is part-time (1–2 days per week).

3. Scope of Work

3.1 Assignment 1 – ISO 9001:2015 Systems & Process Documentation

The consultant will be required to:

1. Map all APFASL systems, workflows, and activities in line with ISO 9001:2015 requirements.
2. Prepare Standard Operating Procedures (SOPs), process maps, and internal control steps.
3. Develop mandatory ISO documentation, including:
 - Quality Manual
 - Quality Policy and Objectives
 - Risk Register
 - Documented procedures and registers
4. Create and catalogue all required forms, templates, and supporting documents.
5. Establish filing, record-management, version control and document-retention structures.
6. Support internal quality audits and prepare audit-ready documentation.

3.2 Assignment 2 – SLPSAS Volume Formatting & Publication Preparation

The consultant will:

1. Format moderated SLPSAS material into a consistent, professional layout.
2. Prepare the full volume in landscape book format, ensuring high-quality design and readability.
3. Insert cross-references, indexing, footnotes, tables and figures.
4. Manage document structuring, style sheets, and version control.
5. Coordinate final proofing with the technical review panel.
6. Prepare the final publication file ready for printing.

4. Deliverables

ISO 9001 Documentation

Complete set of documented processes, SOPs, registers and templates

Quality Manual and Quality Policy

Internal audit-ready documentation
File and record-management framework

SLPSAS Volume

Fully formatted, proofed, publication-ready SLPSAS book (landscape)
Complete index and cross-referencing
Final print-ready soft copy

5. Required Qualifications

Membership of CA Sri Lanka or CPFA (mandatory).

Minimum 10 years of professional experience, including exposure to public sector financial management, accounting/audit, internal audit, quality assurance, or documentation work.

Experience working independently with minimal supervision.

Strong proficiency in document design, formatting and technical writing.

Prior ISO/quality systems or publication-ready documentation experience will be an advantage.

6. Reporting & Supervision

The consultant will report to:

Technical Manager of APFASL

With oversight by the Secretary and President of APFASL

Progress reviews will be conducted monthly based on work output.

7. Payment Terms

Payment is made on a work-completed basis, not attendance.

Up to LKR 50,000 per month (based on completed deliverables).

Overall budget:

- LKR 250,000 – ISO 9001 assignment
- LKR 250,000 – SLPSAS publication assignment

8. Selection Method

Evaluation will focus on:

Technical competency

Relevant work experience

Capacity to work independently and deliver within timelines

Demonstrated quality of past documentation work

The ISO assignment consultant may continue for the SLPSAS assignment based on performance.

B. ADVERTISEMENT – CALL FOR APPLICATIONS

Temporary Consultant (CA/CPFA Qualified)

Part-Time | Up to 12 Months | Payment Based on Work Completed

The Association of Public Finance Accountants of Sri Lanka (APFASL) invites applications from suitably qualified CA Sri Lanka or CPFA members to undertake two documentation projects required for the Association's upcoming cycle:

1. ISO 9001:2015 Systems & Process Documentation (up to 6 months)
2. SLPSAS Volume – Formatting & Publication Preparation (up to 6 months)

Key Responsibilities

Mapping APFASL processes and preparing ISO-compliant SOPs, registers and templates.
Developing all mandatory ISO documentation and establishing document-control structures.
Formatting and preparing the SLPSAS Volume in a professional landscape publication format.
Indexing, cross-referencing and supporting final technical proofing.

Requirements

CA/CPFA membership (mandatory).

Strong documentation, formatting and process-mapping capability.
Ability to work independently for 1–2 days per week.
Experience with ISO/quality systems or publication preparation is an advantage.

Engagement & Payment

Part-time for each assignment (approx. 6 months per project).
Payment on work-completed basis: Up to LKR 50,000 per month.

How to Apply

Interested candidates may submit:

- A CV with copies of the membership certificates
- A brief note outlining relevant experience

Send applications to: apfasl@casrilanka.org

Deadline: 15th January 2026