

# STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT

## FINANCIAL MANANAGMENT ASSISTANT

### OBJECTIVE OF CONSULTANCY

Under the general supervision of the Finance Management Specialist, the Finance Management Assistant will be responsible for assisting with the management of the financial resources of the project in accordance with funding agency(s) and GOJ regulations. He/She will be required to assist with the adherence to financial management procedures for the implementation of the project.

### SCOPE OF WORK

The officer will contribute to the fulfillment of the tasks as outlined in the OM and will contribute to the attainment of the stated project objectives. These will include:

#### General

- The effective and efficient management of resources in the implementation of the SPSTP.
- Ensuring that financial resources are optimized and channelled to activities in line with the Developmental Objective of the Project.
- Strengthening the Financial Management Support of the SPSTP in its financial and administration matters
- The officer will have supportive responsibility for accounting for the resources of the programme in accordance with the funding agency(s) and GOJ regulations
- The officer will have responsibility for facilitating a supportive environment within the Office of the PIU, where project resources are to be utilised efficiently
- Contribute to the review and update of financial manual as the need arises
- Support the preparation of Budget for the Project for submission to MOFPS
- Participate in the preparation process of revised budget to reflect finalized workplans
- Participate in the Quarterly review of budget in keeping with actual expenditure
- Support the monitoring of project expenditures to ensure that they are in keeping with allocation and ensure that key persons are notified of any deviation that may require update to the Procurement Plan or budget
- Maintenance of Cash Books for the Project
- Assist with ensuring that effective and efficient mechanisms are in place to support accurate and transparent internal controls and management of the project resources
- Support the preparation of audit schedules, draft financial statements for audit of the project on a timely basis and participate in the conduct of the audit by internal and/or external auditors
- Participate in the development of procedures for monitoring within the PIU
- Any other duties assigned from time to time

### **Maintenance of Payment Records - General for both GoJ and Special Account Payments**

- Check to ensure that all payment request are covered in the approved workplan
- Liaison with procurement unit to obtain documentation to prepare payments (Purchase Orders & Contracts)
- Maintain an updated commitment schedule and Contract monitoring system
- Obtain banking details from suppliers of goods and services to facilitate payments - (Template exist to be sent to suppliers contracted)
- Dispatch of Zero Rating communication to Suppliers
- File payment records on a timely basis

### **Financial Management and Accounting**

- Maintenance of Books of Accounts in accordance with funding agencies (IBRD, DFID and GoJ) regulations
- Process ACCPAC entries for Income, Expenses, including related journals
- Ensure that all source records are appropriately coded as per the Chart of Accounts
- Print ACCPAC batches for FMS check and approval prior to posting
- Ensuring that monthly Trial Balance amounts per accounts are in agreement with source documents
- Preparation of monthly cash flow projection and monthly warrant liquidation report
- Preparation of audit schedules on a monthly basis
- Liaise with Project stakeholders to ensure timely and accurate submission of information flow and reports to facilitate timely processing of payments
- Assist executing agencies with resolving implementation bottlenecks with regards to financial resources utilization and accounting
- Facilitate the safe custody of all financial information

### **Facilitation of the processing of GoJ Payments**

- Prepare commitment requisition with relevant supporting documentation. Follow through with the approval of the commitment requisition - DFX.
- Formally send Commitment Requisition to SPSTP Procurement section for Purchase Order processing to be facilitated (where applicable) by wider MoFP
- Ensure appropriate sign off of all invoices being processed in accordance with the FAA Act.
- Complete Commitment Requisition for Head of Project sign off
- Follow up to ensure payment is processed in a timely manner.
- Obtain FS6 and Account Activity Listing at the end of each month (both fixed assets and no capital goods)
- Code and Enter the transactions in the accounting software ACCPAC.
- Print batch for final checking by FMS prior to posting.

### **Preparation of Payment Request - For Special Account Payments (IBRD & DFID)**

- Prepare Withdrawal Applications to BoJ for each payment. Ensure that the supporting documentations are in order goods/services satisfactorily received/rendered, certification and authorization of payments
- Code Withdrawal Application Payments as per Initiation Forms and Chart of Accounts
- Enter Payments in ACCPAC Software at the end of each day of processing

- Filing of Withdrawal Applications in numerical order
- Ensure that all transactions processed for payment through the Special Accounts are adequately supported

#### **Maintenance of Fixed Asset Register**

- Support the FMS and Procurement Manager in ensuring that mechanism is in place and functional to secure assets procured by Implementing Entities
- Recording of all pertinent details of assets procured in the Fixed Assets database
- Liaise with ISU to ensure that asset information for IT equipment is provided along with assignees
- Physical verification of the assets, the codes and assignee(at least twice per year).
- Communication with all Executing Agencies at least semi-annually to confirm functionality of the assets.
- Affix decals to assets
- Support follow through with Property Management Unit to ensure that assets are insured as a part of GoJ recurrent budget in the MoFP
- Establishment of maintenance/servicing contracts with suppliers of capital goods (management of these contracts in conjunction with Procurement Unit)
- Design and Implementation of a relocation of assets form to be used to update fixed asset register accordingly.

#### **SPECIFIC OUTPUTS**

The officer will contribute to the achievement of the Developmental Objectives of the SPSTP and will contribute to the attainment of the stated project objectives. These will include:

- The effective and efficient management of resources in the implementation of the SPSTP.
- Ensuring that financial resources are optimized and channelled for activities in keeping with the Project Developmental Objective.
- Strengthening the Financial Management Support of the SPSTP in its financial and administration matters.
- The officer will have supportive responsibility for management of the accounting of the financial transactions of the projects in accordance with the funding agency(s) and GOJ regulations. In addition, he/she will be responsible for cross cutting general support services aimed at ensuring efficient and effective utilization of resources.
- The officer will have responsibility for facilitating a supportive environment within the Office of the SPSTP, where project resources may be utilised efficiently.
- Monthly Report on the tasks assigned.

#### **REPORTING RELATIONSHIP**

The Officer will report directly to the Financial Management Specialist who will have the overall responsibility for the ensuring the quality and timeliness of the output of Financial Management Arrangements and Outputs of the PIU. The Officer will also have an indirect reporting relationship

with the Project Manager of the Strategic Public Sector Transformation Project who will have responsibility for the overall Objectives of the Project. A clear communication channel will be maintained with PIU officers, Ministry of Finance and Planning officers directly involved in the outputs of this role and Officers within other Executing Entities. The Officer will be required to support the activities of all the components.

## **DELIVERABLES AND REPORTING**

The Officer shall be required, as part of the general management functioning of the PIU, to provide for the purpose of the review of the GOJ and the funding agency(s), the following documents at the times indicated and relevant to the period of his/her contract:

- Annual Budgets for the project and revised budgets as is needed
- Monthly cash flow request statements
- Monthly Liquidation Reports for the project
- Processing of Withdrawal Applications to BOJ
- Contribute to the review of OM
- Updated Cash Books
- Updated GOJ payments file with Commitment Requisitions processed
- Audit Schedules, contribution to draft financial Statements
- Trial Balance with accounts reconciling to source documents
- Updated fixed asset register and physical verification of assets and inventory at least once per year

## **QUALIFICATIONS**

The selected individual must have financial management and accounting experience with a clear appreciation for the dynamics of government operations. The selected applicant must also have proven skills in financial, operational and strategic planning with an appreciation of the management of Project financing. The selected individual must also show evidence of:

- A first Degree in Business Administration or Accounting, its equivalent or related field from a recognised University or Institute.
- Relevant working experience in Financial Management of at least 3 years
- Experience and knowledge in Project Financial Management, Disbursement and Procurement procedures would be an asset.
- Must have a good understanding of Government financial management regulations
- Training in project management, procurement methodologies and project financial procedures will be a distinct advantage.
- Ability to use software applications such as Word, Excel, PowerPoint, Internet
- Must possess good communication skills
- Experience with the use of ACCPAC software is an asset.