



MINISTRY OF AGRICULTURE
Republic of Liberia
Gardnersville, Somalia drive
Monrovia, Liberia



Rural Economic Transformation Project (RETRAP)
LOAN #: P175263

TERMS OF REFERENCE FOR FINANCE ASSISTANT

Post Title: Finance Assistant

Location of Post: Program Management Unit, Ministry of Agriculture, Monrovia, Montserrado

Recruitment: National

Contract Duration: 2 years 'contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Project Accountant

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years

Scope of Services: The Finance Assistant will assist the Project Accountant(s) in ensuring the effective processing of financial transactions and reporting of all financial activities associated with the Project in accordance with satisfactory financial procedures and in full compliance with requirements of the World Bank and the Government of Liberia, where applicable.

Task and Responsibilities

The specific responsibilities of the Finance Assistance shall include, but not limited to the following:

Assist the Project Accountant (PA) in verifying the eligibility and accuracy of all payments by ensuring that documents are in compliance with donor and GOL requirements.

Assist the Project Accountant in the preparation of periodic financial reports in the form and manner required by donors/financiers, the GOL or applicable accounting or financial reporting standards

Assist the Project Account in the preparation of audit file to facilitate the work of external auditors.

Keep records of Project memorandum book in support financial ledger for the Project and process of the accounting documents for authorization by the Project Accountant.

Assist the Project Accountant to work closely with the Project team to prepare Annual Work Plan and Budget of the Project and ensure the AWP&B is approved by the World Bank.

Maintain audit trail covering financial transactions of the project on a daily basis and prepare them for the Project's authorization process.

Work with the Project Accountant to identify bottlenecks in the payment cycle, the internal control weakness for the attention of Senior Management.

Follow up with payments and ensure contractors, suppliers and consultants are paid on time and in accordance with contractual agreement.

Assist with updating financial ledgers and generate pre-set financial reports on a monthly basis.

Assist the PA to assess the adequacy of financial management arrangements for the project; monitoring compliance with the Bank's audit and fiduciary requirement; ensuring that the financial transactions are carried out in accordance with applicable financial management policies, procedures and instructions.

Perform other tasks as may be assigned from time to time by the Supervisor.

Responsible for scanning and archiving all documents essential files shall be retained in both electronic and printed form to facilitate their access.

Key Qualifications

Minimum Academic/Professional Qualifications

A minimum of bachelor's degree in Accounting, Finance, or Business Administration (Accounting or Finance Major) is a must

The suitable candidate shall hold a CAT, AAT or ATSWA certificate or be a part-qualified (Level I above) professional accounting student with ACCA, CPA, or CA is a Must.

Experience in World Bank Financial Management System is an advantage

A Minimum of five (5) years of experience as an accountant for bilateral or multilateral donor funded project or program is required.

Key Competencies

Abilities

Demonstrated ability to plan and coordinate, and monitor his or her own work plan Demonstrated ability to meet deadlines

Self-motivated professional, with ability to work with under minimum supervision

Skills

Proven strong analytical skills

Computer literacy, especially with the software of Microsoft Office is essential

Knowledge of the use of Financial Management Software
Excellent team building and interpersonal skills
Strong networking skills, particularly with the private sector including national and foreign investors.
Proficiency in English language with excellent written and presentation skills.

Performance Criteria

- (i) Provide support for the timely submission of IFRs to the World Bank for review and approval.**
- (ii) On a monthly basis assist prepare a bank reconciliation at most 10 days after the end of the month**
- (iii) Assist the PA in drafting the TOR for external audit of the Project by the General Auditing Commission (GAC)**
- (iv) Support activities and processes for the timely disbursement of funds to firms, suppliers or consultants upon completion of project activities in conformity with approved contracts.**

Selection Method: Individual Consultancy Selection (ICS) method

Deadline for submission of Applications is **March 14, 2022** at 5:00pm local time.

Send all expression of Interest to Email: with a copy to Email:

retrapbids@moa.gov.ir Please Insert into the subject **recruit@moa.gov.ir** line, the title of the position

you are applying for

