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**MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
GARDNERSVILLE, SOMALIA DRIVE
MONROVIA, LIBERIA**



**Rural Economic Transformation Project (RETRAP)
LOAN #: P175263**

TERMS OF REFERENCE - PROJECT ACCOUNTANT

Post Title: Project Accountant

Location of Post: Program Management Unit of the Ministry of Agriculture, Gardnersville, Somalia Drive, Monrovia, Liberia, with extensive travel to project counties.

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

Reports to: Operations Manager

Recruitment: National Position

1. 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.

2. Scope of Services

The Project Accountant will assist the Financial Management Specialist in ensuring the effective processing of financial transactions and reporting of all financial activities associated with the project in accordance with satisfactory financial procedures in full compliance with the requirements of the World Bank and the Government of Liberia, where applicable.

3. Main Responsibilities

The specific responsibilities of the Project Accountant shall include, but not be limited to, the following: Reconcile accounts and prepare financial statements. Ensure timely closure of accounts at the end of the month and prepare a reconciliation statement and submit that updated account to the management.

- Assist the Financial Management Specialist (FMS) in verifying the eligibility and accuracy of all payments by ensuring that documents are in compliance with donor and GOL requirements before submission to FMS for review and onward submission to Project Coordinator for approval;

- Assist the Financial Management Specialist 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 Financial Management Specialist (FMS) in the preparation of audit file to facilitate the work of external auditors;
- Ensure that the Accounts Assistant properly files and maintains all documents and records supporting financial transactions for the Project;
- Assist in carrying out financial management (FM) work under the project and assist in advisory and technical assistance tasks relative to the scope of this assignment;
- 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;
- Follow up with the signatories to ensure that Withdrawal applications and checks are signed on time;
- Identify all the bottlenecks in payment cycle, the internal control weakness and bring these to the attention of senior management;
- Assist FM to assess the adequacy of financial management arrangements for the project; monitoring compliance with the Bank's audit and fiduciary requirements; ensuring that financial transactions are carried out in accordance with applicable FM policies, procedures, and instructions;
- Monitor on-going compliance of the project with the World Bank FM policies and procedures and compliance with financial covenants including audit;
- Contribute to the preparation of Project Operations Manual (POM) and relevant handbooks;

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

4. Qualification and Experience

- At minimum a Bachelor's degree in Accounting, Finance, or Business Administration (Accounting or Finance major) is a must.
- A part professional qualification (ACCA/CA/CPA) at least part 2 is an added advantage.
- Experience in World Bank Financial Management System is a must.
- A minimum of four (4) years of experience as an accountant for bilateral or multilateral donor funded project or program is required.

5. Key Competencies which are desirable

<u>Abilities</u>	<u>Skills</u>	<u>Knowledge</u>
<ul style="list-style-type: none"> • Demonstrated ability to plan and co-ordinate, and monitor his or her own work plan • Demonstrated ability to meet deadlines 	<ul style="list-style-type: none"> • Computer literacy, especially with the software of Microsoft Office is essential • Knowledge on the use of Tompro is an added advantage. 	<ul style="list-style-type: none"> • Working knowledge of World Bank and/or GOL rules and procedures will be advantageous

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| <ul style="list-style-type: none"> • Self-motivated professional, with ability to work with under minimum supervision | <ul style="list-style-type: none"> • Excellent team building and interpersonal skills • Proficiency in English language with excellent communication skills |
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6. PERFORMANCE CRITERIA

- (i) Provide support for the timely submission of IFRs to the World Bank for review and approval;
- (ii) On a monthly basis prepare a bank reconciliation by (10 days before the end of month)
- (iii) With guidance from FMS draft 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 or Candidate s upon completion of project activities in conformity with approved contracts.

Selection Method: Individual Consultancy Selection (INDV) method.

If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position:

vacancies.lr@undp.org.

Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- October 18, 2021