

National Recovery Program Bureau

Terms Of Reference

for

FINANCIAL MANAGEMENT ASSISTANT – Short Term Consultant

1. Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten's National Recovery Program Bureau.

2. National Recovery Program Bureau

In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten developed an institutional structure for the implementation of Trust Fund financed projects. This structure is materialized in the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

All NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity of PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB will be responsible for all reporting and fiduciary responsibilities towards the World Bank.

3. Role of the Financial Management Assistant

The Financial Management Assistant will support the NRPB the Finance Management and will work under the direct supervision of the Financial Management Officer (FMO). The FMA will be part of the

finance team responsible for all financial and reporting, accounting, internal controls and other financial management functions within the National Recovery Program Bureau (the Bureau).

4. Key Duties and Responsibilities

Under the direction of the FMO, the FMA is expected to perform the following tasks:

- Assist and maintain an integrated accounting system for all approved project activities to ensure smooth flow and constant availability of financial resources to the project and utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
- Prepare and process payment requests for all approved program transactions;
- Record and account for all approved program transactions in accordance with the project document and the NRPB procedures as well as World Bank procedures;
- Establish a filing system for all supporting documentation for approved transactions;
- Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearing of advances; and ensure records on file are up to date;
- Prepare banking transactions related to the projects, including preparing bank transfer requests, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
- Safeguard of all vouchers including supporting documents for review by both internal and external auditors
- Reconcile all balance sheet accounts and oversee to the preparation of bank reconciliation statements for the bank accounts of the Projects;
- Prepare Project financial reports for reviewing by the FMO and approval by NRPD Director;
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirement;
- Advise the FMO on all financial and control considerations of the project;
- Any other task related to this function that will promote the long term effective and cohesive conclusion of the recovery program.

5. Contract arrangements

This is a temporary contract on consultancy basis. The start date of the contract will be September 2019 or soon thereafter. The contract duration will be 6 months renewable on a monthly basis. The successful candidate is expected to work full time within Philipsburg, Sint Maarten unless work requires for travel abroad.

The success of the Financial Management Assistant will be judged by the Director of the NRPB, based on set deliverables.

6. Qualification requirements

Minimum Requirements

- Have at least a bachelor's degree in accounting or finance from a recognized University;

- Proven experience in accounting or finance in a corporation, foundation, public entity, or similar;
- Knowledge of accounting software such as QuickBooks and Payroll Pro;
- Advanced proficiency in English in speech and writing

Preferred Experience

- Be a Certified Public Accountant or Chartered Accountant from an internationally recognized institution would be a plus;
- Experience in the public service and donor – funded projects would be a plus

General Competencies

- A solid knowledge of accounting software systems, budgeting and strategic financial planning
 - QuickBooks and Payroll-Pro would be a plus;
- Good Computer skills in common word processing (MS-Word), spreadsheet (MS Excel) and accounting software;
- Ability to work independently with high degree of integrity, responsibility and with minimal supervision;
- Excellent written, presentation and reporting skills;
- Capacity to work under pressure and meet tight schedules;
- Good analytical, organizational, communication and interpersonal skills and able to work in a team

7. How to Apply?

Interested consultants can send their CV by email **ONLY** to the email address stated below. Applicants should ensure that their CV is received before September 20, 2019, 12h00 AST. Any CV coming in after this date and time will not be considered.

In the subject line, clearly state the position you are applying for and send to.

National Recovery Program Bureau

Thijn Laurensse/ Olivia Lake
procurement@nrpbxm.org

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.