

National Recovery Program Bureau

Vacancy

for

Financial Management Officer (Repost)

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.

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 Officer

The Financial Management Officer (FMO) will be responsible for the financial planning & reporting, accounting, internal controls and other financial management responsibilities related to Trust Fund financed activities.

4. Key Duties and Responsibilities

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

- Prepare and update the Financial Management (FM) procedures manual of the NRPB and ensure compliance with related accounting principles;
- Prepare and update the FM procedures related to applicable projects and ensure compliance with accounting policies and practices as stipulated in the FM regulations/procedures agreed for the project;
- Establish and maintain an integrated accounting system for all approved project activities to ensure timely and complete flow of funds and to ensure full documentation and recording of sources and uses of funds;
- Perform FM assessments at prospect entities in project preparation stage, this in accordance with World Bank standards and aimed at establishing accounting and disbursement requirements for applicable projects;
- Periodically review the quality of the internal control processes and, where appropriate, initiate corrective measures to ensure an efficient and effective that internal control process;
- Guidance and coordination of tasks concerning the Financial Management Analyst/Assistant of the Bureau;
- Prepare annual budgets and related work plans in consultation with the responsible project and program managers;
- Review and analyze (variance analysis) consolidated reports in accordance with agreed reporting schedules ensuring correlation between implementation progress and financial performance;
- Prepare project financial reports, including Interim Financial Reports (IFRs) and withdrawal applications for the replenishment of the Designated Account, for submission to the Director, and World Bank;
- Establish close and cooperative working relationships with the World Bank Financial Management (FM) team, line ministries and project implementing agencies, foundations, etc. This will facilitate regular and on-going notification of any changes in financial management procedures and, by permitting upstream advice from the World Bank team, the preparation of quality financial documentation and correspondence to minimize Bank clearance times.
- Review annual financial statements for external audits, and other reports for the project;
- Review bank reconciliations and other controls necessary to monitor financial and non-financial assets of the project;
- Advise the Director of the Bureau on all financial and control considerations of the projects.
- Any other task related to this function that will promote the long term effective and cohesive conclusion of the recovery program.

5. Contract arrangements

The start date of the contract will be January 2020 or soon thereafter. The contract duration will be 1 year with a probation period of 2 months. 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 Officer* will be judged by the Director of the NRPB, based on set deliverables.

Remuneration for this function is in accordance with the remuneration policy for civil servants on Sint Maarten and falls in scale 12 (ranging from US\$ 3.852 – US\$ 5.456, gross per month). Scaling is done according to education and relevant experience. Candidates with extensive relevant experience may qualify for an additional 25% upon their gross salary.

Note that the selected candidate will be subjected to a screening process prior to contracting.

6. Qualification requirements

Minimum Requirements

- Proven experience in a in accounting or finance in a corporation, foundation, government or similar entity;
 - With a Master's degree 2 years' experience
 - With a Bachelor's degree 3 years' experience
 - With an Associate degree 7 years' experience
- Knowledge of accounting software such as QuickBooks and Payroll Pro
- Advanced proficiency in English in speech and writing

Experience

- Experience in designing of financial operational manuals;
- Experience with World Bank financial management policies is a significant advantage;
- Managerial/supervisory experience;
- Experience in the public service and donor funded projects would be a plus;

General Competencies

- The candidate must be computer literate, with high proficiency in Computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.). Knowledge of accounting software such as QuickBooks and Payroll Pro is required;
- Capacity to work under pressure and meet tight schedules under minimum supervision;
- Good analytical skills and ability to work in a team;
- Familiarity with World Bank procedures would be an advantage.

7. How to Apply?

Interested consultants can send their English CV by email **ONLY** to the email address stated below. Applicants should ensure that their CV is received before **29 November 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.

National Recovery Program Bureau
jobopportunity@nrpbsxm.org

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