

National Recovery Program Bureau

TERMS OF REFERENCE

FINANCIAL MANAGEMENT ASSISTANT

Individual Consultant

Time based

Background

Following the devastation caused by Hurricane Irma and Hurricane Maria in September 2017, the Government of Sint Maarten (GoSXM) embarked on a large-scale recovery and reconstruction program, based on the principle of building back better.

Since January 2018, the World Bank has been assisting GoSXM. A significant part of Sint Maarten's ongoing recovery and reconstruction program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank, and implemented by Sint Maarten.

To support the implementation of the Trust Fund, the GoSXM established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the GoSXM.

Role of the Financial Management Assistant

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

Key Duties and Responsibilities

Under the direction of the FMO and Head of the Finance Department, the FMA is expected to perform the following tasks:

- Assist in maintaining 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.
- Review and process payment requests for all approved program transactions.
- Record and account for approved program transactions in accordance with the project documents and the NRPB procedures as well as World Bank procedures.

- Collaborate in maintaining and updating the 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.
- Safeguard of all vouchers including supporting documents for review by both internal and external auditors
- Reconcile assigned Profit & Loss and balance sheet accounts and oversee the preparation of bank reconciliation statements for the bank accounts of the Projects.
- Identify any potential improvement opportunities and notify the FMO and Head of FM
- Support the FMO on all financial and control considerations related to the projects.
- Perform any other task related to this function that will promote the department's strategy, as requested by the FMO

Duration of the assignment and Performance

The contract duration will be 12 months and will be renewable on a yearly basis, subject to satisfactory performance reviews. The successful candidate is expected to deliver full time their services in Philipsburg, Sint Maarten except where situations demand travel outside the project area.

The success of the FMA will be assessed by the Head of the FM Department based on a timely delivery of agreed-upon deliverables as communicated at the contract signing as well as during the course of the engagement.

Qualification requirements

Minimum Requirements

- Have at least an associate's degree in accounting, finance or business administration
- 3 years of experience in a similar financial administrative role in a corporation, foundation, public entity, or similar entity
- Advanced proficiency in English, in speech and writing
- The candidate must be computer literate, with high proficiency in Computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.).
- Excellent organizational skills and attention to detail.

Preferred Experience

- The following would be an advantage:

- Experience in the public service and donor-funded projects
- Knowledge of accounting software such as QuickBooks and Payroll Pro
- Experience in filing and archiving
- Proficiency in Dutch

Strategic Competencies – brief description

NRPB as an organization is committed not only to WHAT we must achieve but also on HOW we are going to reach our objectives. Therefore, for this position we are looking for a profile that displays the following competencies:

Professional Acumen - Beginner Level

- Solicits input in gathering data that help identify and differentiate the symptoms and root causes of defined problems
- Performs tasks according to quality and output standards
- Solves problems and escalates issues with suggestions for further investigation and options for consideration as required

Looking at the bigger picture – Strategic outlook – Beginner Level

- Aligns current work and activities with the NRPB's strategic goals
- Acts on and implements strategies and policies in accordance with the NRPB's strategic goals
- Comprehends operational and organizational goals and direction

Leading myself and the others – Beginner Level

- Listens actively to identify potential challenges or solutions
- Demonstrates adaptability, flexibility and initiative
- Serves as a team member for pass down projects
- Demonstrates self-control and recognizes own pressure points
- Acknowledges need for and seeks out the appropriate training and/or coaching
- Volunteers to undertake tasks that stretch abilities

Respect for diversity - Intermediate level

- Treats all individuals with respect;
- Responds sensitively to differences and encourages others to do the same.
- Shows flexibility in changing the styles when faced with multiple dimensions of culture in order to be effective across cultural contexts
- Understands multiple cultural frameworks, values, and norms

Successful Communication – Intermediate level

- Explains issues clearly and succinctly
- Writes clearly and succinctly in standard communication settings and styles
- Can clearly identify the subject and state the purpose of the communication
- Communicates with impact as well as with empathy
- Remains calm when dealing with conflicts; shows empathy

Relationship Building, Consultation and Collaboration – Intermediate level

- Shares information and readily determines to whom to go for relevant information
- Seeks assistance and feedback in the problem-solving process
- Fosters teamwork
- Initiate collaboration on projects or methods of operating
- Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first.

Courage and Integrity – Beginner level

- Maintains general knowledge of ethics, laws, regulations, standards that may impact the organization
- Reinforces difficult decisions that align with the organizational strategies and goals
- Enforces policies consistently
- Influences others to behave in an ethical manner
- Takes immediate action regarding reports of unethical behaviors or conflict of interest

How to Apply?

Interested consultants can send their CV by email ONLY to the email address stated below. In the subject line, clearly state the position in the title of this ToR.

Before you proceed to apply, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.

Applicants should ensure that their CV is received by **July 11th 2025, at 23:00 AST**. Any CV coming in after this date and time may not be considered.

National Recovery Program Bureau

jobopportunity@nrpbxml.org

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