

SAINT VINCENT AND THE GRENADINES

TERMS OF REFERENCE **PROJECT ACCOUNTANT FOR VULNERABLE POPULATIONS AFFECTED BY** **CORONAVIRUS PROJECT**

SUMMARY

The Project Accountant will support the Public Sector Investment Programme Management Unit (PSIPMU) in Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology in the implementation of the Health Sector COVID-19 Response Project and the Safety Nets for Vulnerable Populations Affected by Coronavirus Project, herein after referred to as the COVID-19 Response Programme. Specifically, the Project Accountant will be responsible for maintaining financial records, providing timely financial information to the Project Coordinator and to ensure compliance with the Government of St. Vincent and the Grenadines' (GOSVG) Financial Rules and the Caribbean Development Bank's (CDB) Financial Guidelines.

DUTIES AND RESPONSIBILITIES

The Project Accountant will be responsible for:

- (a) Preparing timely quarterly and annual financial statements, as well as reporting on material variances.
- (b) Recommending remedial action, as appropriate.
- (c) Ensuring that all accounting records are up to date.
- (d) Preparing monthly bank reconciliation and reconcile the expenditure with the Accountant General's Department
- (e) Establishing and maintaining suitable systems of internal control (including procurement – goods, works and services, fixed assets, civil works, inventories management and distribution).
- (f) Preparing the project's Budgets/Cash Flow Projections.
- (g) Ensuring compliance with operating procedures of donors (e.g. Procurement, Disbursements, Special Commitments, etc); also, meeting with all stakeholders on relevant financial matters and ensuring that the accounting reporting system is responsive to their expectations.
- (h) Assessing reports received from internal/external auditors and following up any audit queries/management letters.
- (i) Monitoring, in conjunction with the Procurement Officer, the management aspects of all project activities, as well as evaluating any difficulties being experienced (e.g. comparing actual results with agreed performance indicators, physical existence, etc.).

QUALIFICATIONS AND EXPERIENCE

Prospective candidates should have:

Education: A Bachelor's degree in Accounting &/or Finance from a nationally/internationally recognized institution. Certification in Accounting would be an asset.

Experience:

- At least 2-3 years' experience after acquiring stipulated qualification in financial management or accounting.
- Experience with Smart Stream accounting system will be an asset.

Language proficiency: Excellent written and verbal communication skills.

Other skills:

- a) Proficiency in Microsoft Office Suite (specifically Microsoft Excel)

Contract Duration: The duration of the contract will be for a period of fifteen (15) months.