



# Transitional Capacity Support for the Public Administration of Moldova



## TERMS OF REFERENCE

### Financial Analyst

<b>Job title:</b>	Financial Analyst
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Transitional Capacity Support for Public Administration of Moldova
<b>Contract type:</b>	Service Contract
<b>Starting date:</b>	September, 2010
<b>Duration of the assignment :</b>	1 (one) year with possibility of extension up to 3 (three) years

### Job content

#### **I. Background:**

The project "Transitional Capacity Support for the Public Administration of Moldova" was designed upon the request of the Government of Moldova to enhance capacities of the Moldovan Central Public Administration in order to accelerate the reform process and achieve Moldova's short-and medium term development goals. The project seeks to address urgent short-term capacity needs of the public administration at a time when Moldovan central government institutions face serious financial and human resources gaps. In addition to helping the Government pursue critical reform priorities, the intervention is designed to catalyze the on-going implementation of central public administration reform.

The project will be managed through national implementation modality, under which the State Chancellery is the project's implementing partner according to the provisions of the project document. This implies that the State Chancellery is responsible for the project results and implements project activities. UNDP provides support to the implementation only in selected activities. The other project activities will be delivered through the direct cash transfer modality (DCT) in line with the Harmonized Approach to Cash Transfers (HACT). The direct cash transfer implies that funds for implementation of the project will be transferred to the State Chancellery through the single treasury account (and special project sub-account) and managed according to the provisions of the state budget and Moldovan legislation. The replenishments to this account are done on a quarterly basis by UNDP upon receipt of the financial report.

The State Chancellery (SC) has designated its Accounting Division to be responsible for the financial management of the project, while UNDP experts will provide support.

The State Chancellery during the course of implementation interacts with the Ministry of Finance in planning, delivering and monitoring expenditures. The current modality is newly introduced in UNDP-Government operations in Moldova and generally among different institutions the degree of understanding of processes to follow is different. Therefore UNDP will recruit a short-term expert, financial analyst, to provide support to the State Chancellery and Ministry of Finance in project's financial management.

**Organisational setting:** Financial Analyst will be located in the Accounting department of SC and will be responsible for the elaboration of a Financial Plan in collaboration with Accounting Department, State Chancellery and budgeting and financial reporting to UNDP. The Transitional Capacity Support for the Public Administration of Moldova is a project co-financed by UNDP. As such, the financial management will follow guidelines on UNDP project management as well as State Chancellery of Moldova financial regulations that apply to UNDP-implemented projects. On issues related to the management of the project, the Finance Analyst will report to the Project Manager.

## **II. Scope of work and expected output:**

The Financial Analyst main scope is to provide effective management of all financial aspects of project including facilitating project implementation according to annual work plan of the project, ensuring achievement of outputs. The Finance Analyst will analyze and interpret the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues.

He or she will operate under the overall guidance and supervision of the Project Manager and will be responsible for ensuring the highest efficiency of financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of financial services, and transparent utilization of financial resources. The Finance Analyst contributes to effective and accurate financial management of project in line with Accounting Department of State Chancellery of Moldova and UNDP regulations.

In order to achieve the stated objectives the Financial Analyst will have the following responsibilities:

### **Overall responsibilities:**

- Elaboration of a Financial and Procurement Plans in cooperation with Accounting Department of the State Chancellery;
- Financial analysis and oversight for all financial resources managed by Project and provision of high-quality professional advice to the project management;
- Close collaboration with all units of the UNDP staff and State Chancellery Accounting Department ensuring successful programme performance in finance;
- Regularly quarterly reports (financial part) and expenditure plan for the next three months;
- Solutions to the CO and Project management on financial and administrative matters specifically related to the stipulations on individual performance management;
- Quality periodic financial reports as per donor regulations and contractual obligations;
- Contribution to development of finance-related reports and regular updates;
- Responsible for preparation of periodic financial reports in accordance with UNDP and government rules and regulations. In close collaboration with Accounting Department the incumbent will be responsible in elaborating of FACE form;
- Apply UNDP programming tools utilization, and namely, introduce and control over the financial data in ATLAS;
- Implementation of operational strategies and procedures related to finances within the scope of responsibilities;
- Full compliance with UNDP and governmental rules and regulations of financial processes, financial records and reports and audit follow up;

### **III. Specific tasks for UNDP managed resources:**

#### **Administrative management**

- Maintain records on all project personnel and local consultants and their respective status (contracts, ToRs, sick leave, vacation, etc.) in accordance with accepted policies and procedures;
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of Steering Committee meetings;
- Registry and maintenance of project procurement and financial files and records;
- Arrange external and internal meetings (including the meetings of the Steering Committee, Technical Working Groups,).

**Financial management**

- Prepare requests for advance of funds (FACE form) and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the Government and UNDP with respect to financial aspects of the programme, liaise with UNDP-appointed and external auditors wherever required;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis.

**Procurement**

- In accordance with the Work plan arrange for procurement of equipment, supplies and services;
- Arrange for equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated UNDP procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
- Maintain an equipment and spare inventory including verification and transfer when required.

**IV. Qualifications and skills required:**

- Knowledge of 1C Accounting System is a must;
- University Degree in Accounting and Finance;
- 5 years of relevant working experience in accounting/financial management with Governmental Institutions;
- Knowledge of and working experience with government institutions and other actors in the area;
- Experience in working with the international organizations (successful experience in working with UN agencies is an asset);
- Ability to establish and maintain contacts with operational-level officials of the host government required;
- Ability to make the analysis of requirements and parameters provided in support of financial processes;
- Experience in the usage of computers and Microsoft Office software packages;
- Proficiency in Romanian and English (speaking Russian will be an advantage).

**V. Submission Package:**

1. Duly completed Personal History Form (P11);
2. Cover letter;
3. Detailed CV matching qualification requirements;