



PROCUREMENT NOTICE FINANCE ASSOCIATE

Project country:	Belize
Financing institution:	International Fund for Agricultural Development
Sector:	Agriculture
Project name:	Resilient Rural Belize Programme
Title:	Specific Procurement Notice (SPN)
Procurement type:	Individual Consulting Services
Procurement Post:	Finance Associate
Loan/Credit/Grant Financing No.:	2000002301

Background: The Government of Belize (GOB), with financing from the International Fund for Agricultural Development (IFAD) and the Green Climate Fund (GCF), has embarked on a six-year Programme, Resilient Rural Belize (RRB), which aims to minimize the impacts of climatic and economic events on smallholder farmers while supporting sustainable market access for their produce. The programme will help farmers employ climate resilient agricultural practices and technologies; integrate profitable smallholder participation into the development of select vegetable, fruit, and honey value chains; and support smallholder production capacity through investments in public and private climate resilient infrastructure and in the strengthening of smallholder farmer Producers Organizations and relevant GOB Departments.

Scope of Work:

The Finance Associate will report to the Finance Officer (FO), who will assign duties as appropriate, under the overall supervision of the Programme Manager (PM). The Finance Associate is responsible for planning and executing all necessary financial and accounting functions ensuring that they are following the requirements of the Financing Agreements between GOB and IFAD.

Duties and Responsibilities:

Specific responsibilities of the Finance Associate include, but are not limited to the following:

1. Accounting
 - Maintenance and reconciliation of all Programme accounts following GOB, IFAD and GCF requirements.
 - Recording of all transactions into the computerized accounting system and ensuring that transactions are correctly assigned to the appropriate accounts, and to the appropriate categories, components, and funding sources.
 - Ensuring that all payable accounts are maintained in a timely and thorough fashion, including the preparation of statements and reconciliation of payable accounts.

- Preparing purchase orders upon the request of Procurement Officer and approval of Programme Manager.
- Preparing payments (including payments to suppliers, utilities, contractors, service providers and implementing partners) for all invoices and expenses approved for payment.
- Preparing payroll, including payments for payroll liabilities (social security, income tax, etc.) for all RRB staff based on valid contracts.
- Managing PMU Staff files and records to ensure accurate payment of benefits and allowances (including travel allowances) and accurate tracking of personnel data, including sick and vacation leave.
- Preparing monthly financial reports (including trial balance and financial statements) based on the accounting application, with all necessary justifying documentation (invoice, bank drafts, etc.);
- Preparing payments for contracts, MOUs of Implementing Partners, and transfers to the DFC for the Matching Grant Fund in accordance with the IFAD guidelines.
- Ensuring the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports.

2. Finance/Budget

- In collaboration with the Finance Officer, assisting with the preparation, monitoring, consolidation and review of the Annual Work Plan and Budget.
- Assisting with the preparation of expense statements for Withdrawal Application requests to IFAD.
- Assisting the FO to monitor the development of expenditures, ensuring that budget overruns do not occur and prepares requests for possible amendments.

3. Others

- Assisting with the maintenance and regularly updating of the following: Fixed Assets Register, Staff Data, MOU, and Contract Registers.
- Conducting a quarterly inventory of Programme assets, ensuring that insurance coverage is obtained for the same.
- Any other accounting duties that may be assigned by the Finance Officer.

Core Competences:

- Extensive knowledge of accounting standards, fiscal procedures, and applicable tax laws.
- Exceptional attention to detail.
- Excellent collaboration and communication skills.
- Excellent analytical and problem-solving abilities.
- Superb organizational and time-management skills.

Academic Qualifications:

The Finance Associate shall possess a minimum of an associate degree in Accounting, Finance or Business Administration.

Required Experience:

- Minimum of three (3) years' experience working in Finance, Accounting, Business Administration, or a related field. Experience in accounting for projects financed by external donors will be an asset.
- Minimum, of three (3) years' experience in bookkeeping functions and procedures.
- Minimum of two (2) years' experience working with computerized accounting systems, specifically QuickBooks.
- Minimum of two (2) years' experience in Records Management.
- Minimum of two (2) years' experience preparing financial reports and budgets.

Reporting:

The Finance Associate will report directly to the Finance Officer. The duty station for the position will be at the PMU Office in Belmopan.

Application Submission:

Interested candidates are requested to submit a Letter of Interest, Curriculum Vitae, and two (2) Recommendation letters or References along with a copy of the highest degree via the following File Request Link: <https://bit.ly/39dp1SK> The deadline to submit applications is Thursday, May 6, 2021 at 3:00p.m. **ONLY APPLICATIONS SUBMITTED VIA THE FILE REQUEST LINK WILL BE ACCEPTED.**

Applications should be addressed as follows:

Resilient Rural Belize Programme

Attn: Tracey Hanson

Procurement Officer

National Agriculture Showgrounds

Hummingbird Highway, Belmopan City

Cayo, Belize, C.A.

Email: Thanson.rrb@med.gov.bz