

THE FINANCIAL DIRECTOR

Project Country	Belize
Contracting Agency	Ministry of Economic Development
Project Name	MCC Compact Development – Belize
Consultancy Name	Director, Finance and Administration
Contract Period	1 year with the option to extend for an additional year.

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks. The Compact Development Team (BCDT) within the Ministry of Finance, Economic Development and Investment, collaborating with the Government of Belize and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the Belize Compact Development Funding Grant Agreement, which is comprised of a \$10 million grant from MCC.

The Government of Belize through the Ministry of Economic Development has contracted a team of individual consultants to form a Compact Development Team in Belize that is working together with a U.S. based MCC Team to develop Joint Project Design Document. The Belize Compact Development Team (BCDT) is led by a National Coordinator who manages the team, engages key stakeholders across all sectors, and bears responsibility for the overall performance and work quality of the team. The Compact Development Team (CDT) within the Ministry of Finance, Economic Development and Investment, collaborating with the Government of Belize and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the Belize Compact Development Funding Grant Agreement, which is comprised of a \$10 million grant from MCC.

The Agreement aims to focus the compact on the alleviation of two binding constraints to economic growth in Belize namely in the Education Sector to address low quality of education leading to a shortage of trained professionals in all industries and the high cost of electricity which drives up input costs for all industries. The Government of Belize has submitted a Concept Note to MCC that outlines the proposed approach to address the two binding constraints.

The Finance and Administration Director will lead the finance, informational technology, security and administrative unit and is responsible for the strategic and day-to-day management of the CDT budget and ensuring the CDT's fiduciary integrity and financial health.

Duties and Responsibilities: The Finance and Administration Director will be a member of BCDT and will work closely with the Program Coordinator and other members of the BCDT as well as the MCC team to lead the finance, informational technology, security and administrative unit and is responsible for the strategic and day-to-day management of the CDT budget and ensuring the CDT's fiduciary integrity and financial health are based the MCC's Financial Guidelines. Specifically, some of the tasks to be performed are as follows:

- Lead the overall finance function of the BCDT and ensure that sufficient finance and accounting support is provided to the operational and programmatic functions of the BCDT to strengthen its ability to deliver on the targets of the MCC grant.
- Ensure that all financial records are accurate and updated.
- Lead the multi-disciplined functions of finance, administration, information technology and security to ensure these services sufficiently support the implementation of the grant's projects and activities.
- Work in close coordination with other BCDT members to ensure a well-functioning and collaborative environment, provide reports and technical expertise to the National Coordinator as required.
- Analyze BCDT operational and programmatic needs and assess the capacity of the grant's resources (\$10 million USD), project activities and daily operational requirements.
- Forecast cash flows, accurately project future needs, and lead the development of funding requests to ensure disbursement of funds from MCC and the Government of Belize.
- Keep track of updated disbursements by both MCC and the Government of Belize.
- Ensure that financials are reported monthly on the MCC-MIS (Management Information System) MCDR (Monthly Commitments and Disbursements Report).
- Keep abreast of the procurement plans and QDRP and ensure that funds are available for procurement implementation.
- Develop policies and plans for managing the BCDT's fiscal resources, aligned with the overall plan of the BCDT and in accordance with MCC fiscal accountability and transparency policies, as well as internal and external audit standards and requirements.
- Develop and oversee the production of periodic financial reports for the decision making of BCDT management, MCC, and Government of Belize stakeholders.
- Lead BCDT team during budget and audit exercises, including serving as the authority on compliance with financial requirements of the compact and related agreements.
- Build the finance and administrative team by assisting with the recruitment of staff and identifying technical resources (e.g., external consultants, MCC technical resources) to provide external advice and expertise, aligned to the strategic needs of the MCA.

- Guide BCDT program staff on MCC financial management and reporting regulations, and national government procedures, to ensure compliance and transparency.
- Manage the Fiscal Agent Agreement and the CDT financial audit program.
- Evaluate CDT's fiscal and reporting system, determine their compliance with MCC standards, identify financial or compliance risks and then design and implement actions to mitigate those risks.
- Lead the efforts of BCDT to implement an interim integrated reporting system provided by the Fiscal Agent, including training financial and non-financial staff in the use of that system while maintaining proper segregation of duties and internal control.
- Manage administrative, facilities management, travel, logistics and financial tasks, including operational expenses (OPEX) and petty cash, for the administration of the B CDT.

Required qualifications:

- Bachelor's Degree in Accounting, Finance or a related field. Professional Certification as a CPA or Chartered Accountant preferred.
- Minimum 7 years' experience in finance and accounting management and supervisory experience of multi-disciplinary professionals for a program of a similar size and scope.
- Knowledge of the development environment in Belize and the challenges of program execution and coordination with government institutions.
- Excellent contract management skills with demonstrated experience managing multiple consulting services contracts at once.
- Experience in working on interdisciplinary teams and interacting constructively with technical experts, government officials, and civil society, including NGOs, CBOs, and people that could be affected by proposed projects.
- Good ICT skills – MS Word, Excel, etc.
- Excellent written and verbal communication skills in English.

Level of effort: The Financial Director is anticipated to work 220 days per year, and to give preference in scheduling to this assignment.

Reporting: The Financial Director will report to the National Coordinator.

Duty Station: Belize City, Belize

Remuneration: Competitive fee, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: May 12, 2023: The application can be sent via email to: condev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than May 8, 2023. Responses will be provided within three days.