

REQUEST FOR EXPRESSIONS OF INTEREST

SAINT LUCIA DISASTER VULNERABILITY REDUCTION PROJECT

Project ID: P127226

Credit No. 5493-LC

Assignment Title: Finance Manager, Project Coordination Unit

Reference No.: SLU DVRP-CS-IC-UCS-01-15

The Government of Saint Lucia has received financing in the amount of sixty eight million United States dollars from the International Development Association (World Bank) towards the cost of the Disaster Vulnerability Reduction Project, and intends to apply part of the proceeds to hire Finance Manager who will be responsible for the financial management aspects of Projects.

The Department of Planning and National Development now invites eligible individual consultants to indicate their interest in providing the Services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services; (Curriculum Vitae, description of similar assignments, experience in similar conditions, clients 'references etc).

A Consultant will be selected in accordance with the procedures for **Selection of Individual Consultants method** set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers (2011). The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers* (2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

SERVICES REQUIRED

Objectives of the Assignment

The objective of the assignment is to engage a suitably qualified Finance Manager to provide develop and document an integral accounting system for the projects, manage and maintain the financial management system for the Projects utilizing international standard accounting procedures and provide guidance and oversight financial management staff of the Project Coordination Unit.

SPECIFIC DUTIES AND OUTPUTS

The following are some of general responsibilities to be undertaken.

The Finance Manager shall be responsible for the development, maintenance and management of the financial management system to enable the Government of Saint Lucia to meets its financial obligations under the financing agreements and to ensure that the Department of Planning and National Development and other implementing agencies in meeting the obligations under the Finance Act. Specifically the Finance Manager will

be responsible for the financial management planning, financial management administration, monitoring and evaluation, reporting and supervision of the financial management team.

The Finance Manager is predominantly responsible for the maintenance of the financial management system to ensure its accuracy and integrity by:

- Developing and implementing appropriate financial and accounting systems for the Project Coordination Unit or project to meet the requirements of the Government of Saint Lucia and the World Bank
- Integrating financial procedures and systems with the Management Information System QuickBooks and Government's Integrated Financial Management System - SmartStream to track project progress and management performance
- Work together with Implementing Agencies and Procurement team to gather the information from their work plan that will serve as input to prepare the Financial Management estimates and budget forecasts.
- Preparing, maintaining and updating as necessary a Financial Management Manual to be used for financial monitoring of the system for the Projects including specific requirements for each project
- Providing training / orientation to staff of the Project Coordination Unit, project staff and staff of Implementation Units (where necessary) on the Financial Management Manual,
- Taking the lead role in the project's financial management planning and preparation of annual budgets and ensure that the assumptions, parameters, guidelines and policies in planning are complied with
- Monitoring financial disbursements in line with the Government of Saint Lucia and The World Bank requirements
- Reviewing monthly reconciliation of Project accounts, including all bank reconciliations, reconciliations with the integrated financial management system of the Government of Saint Lucia and Client Connection Records (disbursement against categories reflected on Client Connection).
- Compilation and consolidation of accounts and preparing Unaudited Reports and Financial Statements for Audited Project Accounts by the stipulated date for each Fiscal Year as agreed in loan/credit agreement

- Ensuring the timeliness of required financial reports to The World Bank on a regular basis Prepare the Financial Management Reports and Financial Statements for Project assigned.

DURATION

The Finance Manager will be hired as a part of the Project Coordination Unit on a full time basis and is expected to start on June 1, 2015 for a period of one year renewable annually based on performance. Engagement can cover a period of five years subject to an annual performance review with an intermediate performance evaluation after the first six months of services rendered.

QUALIFICATIONS

The minimum required qualifications and experience are:

Education and Qualification – Professional qualification such as ACCA, CPA, CGA or equivalent and at least a Bachelors degree in Accounting or related field from a reputable University

Experience – Minimum 6 years' experience in the field of accounting or auditing, with at least 2 years being at a supervisory level.

a. Specific knowledge required to start

- Government of Saint Lucia Procurement and Stores Regulations
- Government of Saint Lucia Finance Act and Financial Regulations
- Principles and procedures for Procurement and Selection of Consultants
- QuickBooks Software
- Financial Management and Accounting
- Financial Reporting for major donors
- Accounting and Auditing Standards
- Labour Laws
- Planning and Forecasting
- National Insurance Contribution regulation

Required competencies

The successful candidate will have:

- Budget Formulation and Execution - Able to perform assessments, provide advice, and contribute to capacity building on budget formulation and execution processes at the government and project level

- Financial Management Information Systems – Has basic understanding of Financial Management Information Systems with ability to perform assessments, provide advice and contribute to capacity building on matters at the project level.
- Knowledge of the Government’s Integrated accounting system would be a plus
- Internal Controls, Internal Audit, and Risk Management - Possesses ability to perform assessments, provide advice and contribute to capacity building on internal control and internal audit arrangements at the project level
- Accounting and Financial Reporting - Has knowledge of the individual International Financial Reporting Standards, International Public Sector Accounting Standards, or comparable national standards; able to perform assessments, provide advice and contribute to capacity building on accounting and financial reporting at the project level
- External Audit and Oversight - Understands international auditing standards issued by IFAC and INTOSAI; reviews audited project and entity financial statements, identifying deficiencies and gaps in compliance with financing agreement covenants, including audit compliance
- Operational Project Management - Participates in the review of bidding documents, evaluation reports, safeguard studies draft fiduciary, safeguard and assessments, and implementation progress reports, and in the development/updates of procurement plans and action plans
- Drive for Results - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so
- Teamwork (Collaboration) and Inclusion - Collaborates with other team members and contributes productively to the team's work and output
- Business Judgment and Analytical Decision Making - Analyzes facts and data to support sound, logical decisions regarding own and others' work.
- Previous experience working with Donor-financed projects and the Government of Saint Lucia would be a plus

Interested eligible candidates must provide information indicating that they are qualified to perform the services and are invited to submit their CV (Curriculum Vitae), including employment records, description of similar assignments, experience in similar conditions, availability of appropriate skills, previous remunerations, etc.

Deadline for submission of applications is May 8, 2015 and should be sent to;

Project Coordination Unit
Attn: Cheryl Mathurin, Project Coordinator
Disaster Vulnerability Reduction Project
Department of Planning and National Development
Ministry of Finance, Economic Affairs, Planning and Social Security
5th Floor, Conway Business Centre

Waterfront, Castries
Saint Lucia
Fax Number: 1-758-453-0417
Email: slupcu@gosl.gov.lc

NB: Only shortlisted candidates will be contacted