MALDIVES AGRIBUSINESS PROGRAM

TERMS OF REFERENCE

Account Officer

A. BACKGROUND

The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is initiating the implementation of the Maldives Agriculture Program (MAP) with the support of International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoAAW in accordance to the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increased income, secured food and nutrition for their household demands and deliver produce to connected markets.

B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY

The Project Implementation Unit wishes to contract an Account Officer who will facilitate the efficient and effective financial resources functioning of the PIU Project. S/he will ensure compliance with the Government and IFAD procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PIU as well as coordination with the operational cells and vendors.

The Account Officer will be expected to report to the Project Director and work closely with the Financial Management Specialist of the project and other members of the PIU, as well as with the members of the IFAD task team.

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C. SCOPE OF SERVICES

The work of the Account Officer will include the following tasks, among others:

1. Manage records, file invoices, receipts, delivery orders and contracts
2. Ensure all payments to invoices are made on time
3. Assist in keeping track of all contracts entered into and ensure that payments and repayments are made on time
4. Prepare monthly payroll and ensure salary is paid on time to all staff
5. Process travel requests and collect travel reports
6. Ensure effective inventory control and asset management, and maintain Project management records
7. Assist in managing all project assets
8. Act as front desk for finance team, receipt of payment requests, verification of proper documentation, responding to client queries, delivery of cheques and follow up on outstanding cheques;
9. Proper receipting of goods and services and establishment of accruals.
10. Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted; travel claims, and other entitlements are duly processed;
11. Maintenance of the proper filing system for finance records and documents;
12. Perform other duties that fall within the competency and responsibility of the position
13. Reporting to the Project Director/ Financial Management Specialist and IFAD task team on all aspects of Financial Management throughout the duration of the assignment.
14. Prepares payments vouchers and prepare payments upon authorized approvals.
15. Maintains petty cash floats for the programme; make payments and prepare a float reimbursement returns.
16. Follows up accountabilities of funds advanced at the level PIU and with other implementing partners.
17. Ensure systematic and accurate recording/filing of accounts records.
18. Ensure that salary and tax deductions are remitted in timely way and that acknowledgement of receipt is documented.
19. Oversee tax matters of the Program, ensuring that tax exemptions for the procurement of goods for the Program are secured at the appropriate time
20. Liaise with external auditors to audit the MAP accounts to meet the required submission dates by IFAD
21. Participates in field supervision of Programme activities.

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22. Participates in Audits of Programmer's Financial Statements.
23. Manage the financial and related aspects regarding foreign travel by the staff and other partners under the Programme.
24. Monthly Reconciliation of Purchase Order Registry.
25. Reconciliation of project Accounts
26. Prepares weekly safe report and maintain safe records on timely manner
27. Any other duties as may be assigned from time to time by the Project Director

D. QUALIFICATIONS AND EXPERIENCE

1. A Diploma in Accounting or financial Management or related field
2. Must have professional work experience of at least two (2) years in Accounting Field and Financial management.
3. The candidate will be at an advantage for having past experience working as an Account Officer in Development Projects funded by International Donors.
4. Experience and understanding of project management procedures, such as procurement management and analysis, business planning and project evaluation, as well as institutional reforms.
5. Experience in SAP and GoM budgeting.
6. Experience in analytic and reporting tools.
7. Familiarity with applications of accounting and accounts software.
8. Knowledge and understanding of technical, commercial and legal aspects of financial management of donor - financed projects will be an added advantage.
9. Strong organizational and planning skills with ability to work independently as well as a team player, under stress.
10. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
11. Familiar with Microsoft office such Excel, Word, PowerPoint etc.

The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

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The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project portfolio. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. REPORTING REQUIREMENT

1. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by MoAAW
2. The Account officer is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week.
3. The Account Officer shall provide all the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.
4. The Account Officer is required to report to work in official attire.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in August 2024.

This position is based at the Ministry of Agriculture and Animal Welfare in Male' with extensive travel to Islands or field visits as maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. MVR 10,273.5 (Inclusive of all the allowances) per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Account Officer
2. Training and travel expenses under the PIU as budgeted under the Project and approved by Project Director.
3. S/he shall participate in the "Maldives Retirement Pension Scheme" as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called "Ramadan Allowance" as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

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H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other office facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.

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