

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES



Terms of Reference (TOR) for Individual Consultant
Financial Consultant

1) Title:

Financial Consultant, Ministry of Tourism (MoT)

2) Description:

The objective of Financial Consultant is to build-up and strengthen the institutional capacities of the “Finance Section” of Ministry of Tourism, with respect to Government’s financial and economic policy formulation and other related matters falling within the competences of the Ministry.

The financial consultant will be working under the direction and supervision of Minister of Tourism.

3) Scope of work:

The Financial Consultant will head and oversee the Finance Section of the Ministry of Tourism, and provide support to the Finance Section to ensure adequate Financial implementation and management of Financial resources in line with the government rules and regulations regarding public spending.

As such, the Financial Consultant is required to:

Task 1: Develop financial strategies in accordance with Government’s SAP by guiding MoT to establish goals; and matching goals to situation with appropriate financial plans.

Task 2: Offer quality advices regarding financial management information.

Task 3: Design and implement better policy and regulations in accordance with Government’s SAP to improve MoT’s financial activities with relevance to budget spending.

Task 4: Support and guide MoT’s staff in monitoring the budget, analyzing financial plan results, identifying and evaluating new financial strategies and recommending changes in goals and plans.

More specifically, the Financial Consultant shall consist of providing support to the MOT to:

- Establish and maintain cash control mechanisms
- Put in place the necessary procedures, practices and training to fill capacity gaps and strengthen the Finance Section
- Ensure monthly, quarterly and annual financial reports are prepared
- Preparation of year-end financial statements and consolidated statements
- Consolidation of Estimated Annual Budget and sent to Ministry of Finance
- Supervision of the reports under Government Financial Act
- Oversea day-to- day works of the finance section
- All other related works assigned by Minister of Tourism

4) Institutional Arrangements

The Financial Consultant will be working under the direction and supervision of Minister of Tourism.

5) Duration of work

- The duration of the consultancy is of **12 months**, starting upon contract signature.
- The contract can be renewed with mutual consent

6) Place of work

Ministry of Tourism
5th Floor, Velaanaa Building
Ameer Ahmed Magu
Male', Maldives

7) Work Experience and Qualifications Required

- Bachelor's Degree or equivalent qualification (accredited by Maldives Qualification Authority)
- 10 years of work experience in finance, accounting or related field.
- Basic knowledge of Microsoft office applications
- Good communication skills
- Demonstrated analytical Skills
- Teamwork

8) Remuneration:

- Monthly salary of MVR 30,000/- (Maldivian Rufiyaa Thirty Thousand Only)