



Ministry of Economic Development
Male',
Republic of Maldives

ދިވެހިސަރުކާރުގެ ގެޒެޓް
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ގުޅިގެން
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National Single Window Project Post of Accountant

17th November 2021

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TERMS OF REFERENCE

Contract	<i>Accountant Post</i>		
Project	<i>National Single Window Project</i>		
Expertise	<i>In Accountancy</i>		
Source	<i>National</i>	Category	<i>Independent</i>
<p>Objective/Purpose of the Assignment: The project will leverage information and communication technology (ICT) to provide online access to carry out border control procedures. This will enable traders and other service providers to transact business using electronic forms.</p> <p>In addition, the project will facilitate sharing of harmonized data to enable automated processing of documents across stakeholder systems. This will contribute to the government’s sectoral strategy to establish a single window system for international trade facilitation.</p> <p>The project is aligned with the following impacts: (i) Top 40 ranking on the World Bank Ease of Doing Business Index achieved by 2025; and (ii) Faster, cheaper, and more predictable cross-border trade in the South Asia Sub-regional Economic Cooperation (SASEC) sub-region achieved.</p> <p>The project will have the following outcomes:</p> <ul style="list-style-type: none"> - An electronic platform that allows parties involved in trade and transport to lodge standard information and documents with a single entry point to fulfill all import and export related statutory requirements. - Streamlined and enhanced international trade procedures between the private sector and border control line agencies. - Sharing of harmonized data to enable automated processing of documents across stakeholder IT systems. - Leverage information and communication technology (ICT) to provide online access to carry out cross border trade and efficiency in the clearance of cargo. <p>Objectives of the assignment:</p> <ul style="list-style-type: none"> - Carry out all payments related to the project financed by ADB, comply with internal controls, ensure proper accounting, prepare reports, review financial statements, financial monitoring of NSW project. <p>- Prepare operate and maintain financial accounting system of the project, Planning,</p>			



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Budgeting, acquiring funds, open and maintain bank accounts, ledger accounts etc. and document repository system.

Scope of Work:

Role– Under the guidance of Project Manager.

- Provide support to the Project as the lead Accountant in the coordination of all financial aspects on all project activities.
- Identify and familiarize with financial rules, procedures and requirements of ADB and the Maldivian Government that will be implementing the NSW project.
- Ensure withdrawal applications are prepared and submitted on time in line with disbursement procedures and guidelines of ADB and timely submission of supporting documents to ADB officials as an when requested for during various reviews.
- Ensure that all financial transactions are carried out in compliance with the financial and other legal covenants specified in the Financing Agreements and Project Administration Manual (PAM), existing rules and regulations of GoM and the ADB
- Adherence to the Financial Management Action plan mentioned in the PAM
- Provide accurate financial information to the reports submitted to ADB and the Maldivian Government in implementing NSW project.
- Develop internal controls as might be necessary, including policies and procedures, for efficient and effective coordination of project activities, taking into consideration the existing rules and regulations of GoM and the ADB
- Assist in preparing timely reports to donors on the project's performance, financial delivery and make recommendations for improvement, including relevant benchmarks.
- Provide inputs and regularly update the financial monitoring plan of the NSW project implemented under the SASEC funding.
- Regularly maintain project budgets, accounts, expenditures and disbursement details and reconcile against GoM, ADB records.
- Prepare project financial statement within two months from the fiscal year end.
- All work to submit the audited project financial statements to ADB within 6 months from the fiscal year.
- Ensure corrective actions are taken promptly to remedy weakness identified by the internal and external auditors
- Participate and actively contribute to project coordination meetings.
- Coordinate the procurement and financial related matters of the project undertaken by PMU, including bidding, contracting and processing payments.
- In consultation with the PMU team, provide assessment of the risk areas and work with project staff to minimize risk exposure levels.



- Demonstrates comprehensive knowledge in the relevant field and applies it in work assignments.
- Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments.
- Any other task assigned by MED and international project management specialists in relation to NSW project.

Detailed Tasks:

- Provide support to the Project Manager for overall management of the project as guided by him/her.
- Facilitate meetings with key stakeholders, various implementing agencies and other Government departments as required.
- Assist the Project Manager in coordination with various implementing agencies (CBRA's) and consultants for the different components of the project, to support the ongoing progress of the project by identifying constraints, providing and addressing these constraints by bringing them to the attention of the Project Manager.
- Collate and archive information and data, such as consultant reports, invoices, payment details, public announcements etcetera, as required.
- Prepare monitoring reports under the guidance of the Project Manager.
- Represent the PMU in its role as an auditee, during the period of audits carried out by the external auditors and reply to audit findings for audit closure under the guidance of the Project Manager.
- Other tasks requested by the Government and international project management specialist for the implementation of NSW.

Qualifications and experience required for the position are:

- i. A masters level degree or qualification in accounting, finance, financial management, or suitable equivalency from a recognized university or attained final qualification of an accounting or financial management from a recognized professional body (eg. ACCA, CPA, CAT etc.)
- ii. At least 5 to 7 years of relevant experience including managing payment requests, preparing withdrawal applications and meeting reporting requirements for donor-funded projects.
- iii. Sufficient experience in managing project finances, preparing essential financial reports including annual financial statements, and monitoring project financial progress.
- iv. Experience in preparing budgets and cash flow statements.
- v. Possess analytical, administrative, interpersonal and computer skills as required to carry



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out the assigned responsibilities.

Output/Reporting Requirements:

- Prepare period project financial statements as required in the project administration manual
- Ensure timely completion and submission of project annual audit reports to the donor
- Prepare financial monitoring plan for PMU project.
- Draft monitoring reports for review to the project manager.
- Archive all project related documents including consultant reports, training material, contracts, invoices, payment vouchers, withdrawal application, and draft replies to audit reports.
- Any other deliverable as defined by donor and MED, from time to time.
- The accountant will report to the Project Manager of the PMU on a daily basis on the work assigned to him/her.

Others:

Successful candidate will be paid an all-inclusive monthly fee, depending on qualification and experience in accordance with the Policy Set by Pay commission on setting a salary framework for staff hired under donor/grant-funded projects.

Selection Criteria

Candidates will be evaluated based on education (25%), experience (25%), interview (25%) and practical test result (25%).

Places of Assignment:	Estimated Dates	(dd/mm/yyyy)
Ministry of Economic Development, Male', Maldives	November 2021 to October 2023	