

### TERMS OF REFERENCE

#### FINANCE COORDINATOR

##### FOR THE INTERNATIONAL MARITIME ORGANIZATION AUDIT PROJECT MANAGEMENT OFFICE

ToR Date of Issuance: **Apr 27, 2017**

Due Date for Applications: **May 12, 2017**

*PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.*

#### Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives
- Ensures transparent **recruitment** of human resources
- Manages the **contracting** and payment of human resources
- Provides financial **reports** for donors
- **Monitors** initiatives for results.

#### Reform Initiative

A comprehensive needs assessment jointly undertaken by the Ministry of Infrastructure (MoI) and Transport Canada was completed in January 2017. The focus of the assessment was Ukraine's maritime safety and security. The findings of the assessment identified the upcoming International Maritime Organization (IMO) Member State Audit (MSA) as a key reform priority. The audit is scheduled for March 2018 and preparation will require considerable effort and support. To support the MoI in this preparation effort, it was jointly determined that an IMO Audit Project Management Office, to be staffed by a mix of MoI personnel and external experts, would be the most efficient and effective mechanism. A draft road map for this preparation process has been developed and this road map will become the focus of the work of this Office.

The road map includes the following tasks:

- Translate and implement IMO instruments within a National Legislative framework;
- Establish a data base/baseline as guidance prior to developing a National Maritime Safety Strategy;
- Draft a National Maritime Safety Strategy;
- Develop a new organizational chart;
- Delegate authorities where applicable
- Designate and assign stakeholder roles and responsibilities;
- Develop a Quality Management System;

- Undertake risk assessments;
- Develop policies, procedures and work instructions;
- Establish performance, control and monitoring systems;
- Create compliance and enforcement regimes;
- Create an evaluation and assessment group;
- Call for a preliminary Member State (white) Audit;
- Based on the white audit outcomes, review and fix the nonconformities;
- Call for the IMO Member State Audit.

### **Position Summary**

**The Finance Coordinator** will support the project team and IMO Audit PM Office on managing/accounting for the financial aspects of the Office's operations. This includes managing and accounting for all finances associated with the IMO Audit preparations and development of the Maritime Administration.

The Expert will work under the supervision of the Project Manager and in close cooperation with the project team and the Ministry of Infrastructure of Ukraine.

### **Preferred Qualifications and Skills**

- Master degree or equivalent in Finance, Accountant;
- At least 5 years of relevant work experience in project accounting and project financial management;
- Proven ability to draft, edit and produce financial reports;
- Strong interpersonal, communication and presentation skills;
- Proven experience working with Government, civil society, international organizations and donors;
- Advanced PC user;
- Fluent Ukrainian, Russian and English.

### **Indicative duties and responsibilities**

- Prepare monthly Accounts Ledgers;
- Photocopy of all financial documents (receipts, expense claims);
- Managing account payables;
- Verifying/validating receipts for office/operational expenses;
- Prepare and submitting accounting vouchers;
- Prepare office advance forms;
- Oversee timesheet management preparation and submission by staff, as required;
- Oversee any project procurement following appropriate procurement guidelines and processes;
- Develop and maintain a procurement log, for fixed assets;
- Provide assistance with data entry, typing and maintenance of project office files and records;
- Process expense claims for all personnel and consultants and submit for audit;
- Maintain the petty cash box and all associated accounting;
- Other related tasks as assigned.

### **Contract Duration and Timing:**

The total duration of the consultancy is expected to be 9 months, with possible extension, based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on May 12, 2017 to the following address: [prsm@fsr.org.ua](mailto:prsm@fsr.org.ua). We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **Finance Coordinator** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

*Shortlisted candidates will be contacted after May 15, 2017.*