

Terms of Reference Project Accountant



REPUBLIC OF UGANDA

Investing in Forests and Protected Areas for Climate Smart Development Project (IFPA-CD)

Terms of Reference for: Project Accountant

(Twenty-four months - renewable)

1. Introduction

The IFPA-CD project is jointly developed and implemented by Ministry of Water and Environment (MWE) as the Lead Agency and Ministry of Tourism, Wildlife, and Antiquities (MTWA). The project implementation period is 6 years and it seeks to improve sustainable management of forests and protected areas and increase benefits to communities from forests in target landscapes.

The project geographic area includes the Albert Rift and West Nile, with focus on target protected areas (7 National Parks, 4 Wildlife Reserves, 28 Central Forest Reserves) and 18 refugee host districts. The performance-based subsidy scheme for private plantation development under Component 2 will be national in scale.

The project is structured in four main components namely; i) Improved management of forest protected areas; ii) Increased revenues and jobs from forests and wildlife protected areas; iii) Improved landscape management in refugee hosting areas; and, iv) Project Management and Monitoring. Details of project activities and implementation arrangements are provided in the Project Appraisal Document (PAD) and Project Implementation Manual (PIM).

The project objective will be achieved by undertaking integrated interventions by MWE, MTWA, Uganda Wildlife Authority (UWA), National Forestry Authority (NFA) and targeted District Local Governments (DLGs).

2. Objectives of the Assignment

The main objective of this assignment is to provide finance and accounting services to the MWE and project implementing entities to ensure effective financial management throughout the implementation of IFPA-CD. The Project Accountant is expected to operate a financial management system for the IFPA-CD project that adheres to the project financial management information needs, GoU financial management procedures and Financial management standards and implementation requirements of the World Bank.

3. Key duties and responsibilities

The Project Accountant will be responsible for the implementation of a financial management system for the IFPA-CD project and provision of accounting services to the project implementation. He/she will work in close collaboration with the MWE, UWA and NFA to ensure that all project-related financial transactions and reporting are carried out in an effective and efficient manner and in accordance with the stipulated Financial Management and Accounting guidelines and Funding Agreement between GoU and World Bank, Project Implementation Manual and all related project documents. On a day-to-day basis, the Project Accountant will work closely with other members of the Project Coordination Unit for IFPA-CD.

Under the overall supervision of the National Project Coordinator (NPC) and technical supervision of the Assistant Commissioner - Accounts (MWE), according to the existing MWE/GoU structure and in close cooperation and coordination with the accountants at UWA, NFA and PCU staff, the Project Accountant will be expected to provide technical advice on financial management matters, oversee the finances of the IFPA-CD, develop strategies for cash management, and ensure that the project expenditures and disbursements are in accordance with the stipulated guidelines and Project Funding agreement. The Project Accountant will work closely with the NPC, PCU Staff and other key personnel responsible for project implementation within MWE, UWA and NFA.

Reporting to the Assistant Commissioner – Accounts, MWE, the Project Accountant will:

- a. Ensure that financial management arrangements of the project are adequate, satisfactory, acceptable and reliable at all times. These arrangements include planning and budgeting, accounting and record keeping, internal control system, funds flow, financial report, internal and external audit.
- b. Ensure that the project financial management systems are functioning appropriately, including preparation of management and statutory financial reports.
- c. In collaboration with project team, support preparation, monitoring and revision of the project's annual work plan and budget.
- d. Ensure that project activities listed in the approved work plan are implemented and expenditures made in line with the approved project budget and procurement plan.
- e. Follow up on issues raised by the audits, review audited financial statements and other periodic financial reports received, monitor compliance with financial covenants including audit compliance, ensure adequate communication with the MWE, UWA and NFA with respect to audits and other financial reports and advise as appropriate; and report to the National Project Coordinator issues that require attention.
- f. Ensure full documentation of project expenditures in the World Bank Systems.
- g. Liaise with the Assistant Commissioner – Accounts at MWE to ensure that the available balance in the project designated account held by the MWE at BoU is at all times sufficient to fund planned expenditures; this will entail ensuring that the PCU and implementing agencies submit funds withdrawal application to the World Bank on a regular and timely basis.
- h. Liaise with the Project Accountants in UWA and NFA to ensure that the available balances in their Designated Accounts are at all times sufficient to fund planned expenditures and that they report on expenditures in a timely manner.
- i. Provide report, information and support on Project Financial Management matters.
- j. Prepare all financial reports in accordance with the approved financial (accounting) plan.
- k. Prepare and submit quarterly accounting monitoring reports to MWE and World Bank in accordance with approved guidelines and format.

- l. Prepare and submit the financial statements and cash flows forecasts within the specified time frame and annual financial statements at the end of the financial year.
- m. Maintain and ensure safe custody of all financial documentation.
- n. Maintain ledgers and implement strong internal control systems in order to facilitate the production of timely, reliable and accurate financial reports.
- o. Carry out monthly reconciliations of MWE Project account.
- p. Perform any other finance and accounts duties as may be assigned by the National Project Coordinator.

4. Qualifications, skills, competencies and experience

The following are key qualifications, experiences and competencies required:

- a. A Bachelor's degree in Accounting, Finance, Business Management/Administration, or Commerce with a Professional Certification such as CPA, CA, and ACCA.
- b. A Master's degree in the relevant field is a plus.
- c. Minimum of Ten (10) years' continuous professional experience including five years of executing Financial Management activities of World Bank funded projects or any other development partner/multilateral organization/ international institution.
- d. Strong written and verbal communications skills in English.
- e. Experience in providing hands on capacity building, training and support supervision.
- f. Knowledge of International Financial Reporting Standards and International Standards on Auditing.
- g. Knowledge of the World Bank regulations related to financial management and disbursements.
- h. Experience in interpreting financial and project management reports and determining appropriate remedial actions.
- i. Proficiency in the use of computers for word processing, spreadsheets and any other applications used in the Financial Management functions
- j. Strong planning organization and time management skills to function in a team and contribute towards a common goal. Ability to manage multiple tasks and projects and work under pressure and tight deadlines with accuracy and professionalism.
- k. Excellent interpersonal skills and a strong team player and must be a person of proven honesty and integrity.
- l. A robust track record of actions and decisions that illustrate a strong ethical foundation

5. Duration

The implementation period for the project is 6 years. The Project Accountant will be recruited for an initial period of twenty-four (24) months (renewable), with an initial probation period of 6 months. The Contract may be extended as required to ensure the implementation of the IFPA-CD and depending satisfactory performance and availability of funding.

6. Remuneration

Salary will be commensurate with qualifications and experience.

7. Facilities and information to be provided by the client

The Project Accountant will be based and work within the Project Coordination Unit based in MWE. Adequate office furniture and equipment will be provided to the Accountant.