



**FIJI TOURISM DEVELOPMENT PROGRAM IN VANUA LEVU  
P178694**

**CENTRAL PROJECT MANAGEMENT UNIT: FINANCIAL MANAGEMENT OFFICER**

<b>TERMS OF REFERENCE</b>	
<b>Assignment</b>	Financial Management Officer (National)
<b>Implementing Agency</b>	Ministry of Tourism and Civil Aviation (MTCA)
<b>Project</b>	Fiji Tourism Development Program in Vanua Levu
<b>Location</b>	Suva, Fiji
<b>Reports to</b>	Project Manager
<b>Level of input and duration of the assignment</b>	Full-time basis for the duration of the project (5 years). The initial contract will be for a 2-year period with the possibility of extension subject to performance.

**DESCRIPTION**

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The Ministry of Tourism and Civil Aviation (MTCA) is a newly established Ministry of the Government of Fiji, responsible for formulating policies to promote a sustainable and resilient tourism industry. The Ministry also oversees the development and implementation of civil aviation laws and policies to promote safe, reliable, and affordable air services to and within Fiji.

## **BACKGROUND**

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The Government of Fiji is seeking US\$61 million in project financing from the World Bank (WB) for Phase I of the Fiji Tourism Development Program (Program) in Vanua Levu or 'Na Vualiku' (the Project).

The Program will be implemented over a multiphase programmatic approach (MPA). The MPA is a comprehensive over-lapping 3-phase tourism development program in Vanua Levu and Taveuni that will support the realization of Fiji's national development, private sector growth, and green growth plans. The program has two main aims: a) to improve the resilience and sustainability of the tourism industry, including short-term recovery and longer-term diversification and high-value growth; and b) to facilitate the execution of existing Government plans.

The Project is the first phase that will support the realisation of Fiji's national development, private sector growth, and green growth plans. The Project aims to set the foundations for sustainable tourism in Vanua Levu.

The MTCA will be the Lead Implementing Agency along with two other Project Implementing Units (PIU), including the Fiji Roads Authority and Fiji Airports Limited.

In preparation for the Project implementation, a Central Project Management Unit (C-PMU) will be established under the MTCA, staffed with consultants and personnel with key project management skills (procurement, financial management, environment and social risk management, and monitoring and evaluation) and technical expertise (tourism, gender) to manage the Project. The C-PMU will be supported with technical backstopping in specialized areas from various technical agencies as required.

The C-PMU will be a fully integrated part of the Ministry's structure that provides services to the other divisions, as well as providing planning, monitoring and evaluation, safeguards evaluation and monitoring, progress reports, and financial reporting, in accordance with both Government of Fiji and World Bank's requirements.

The C-PMU will include resources to deliver the Project services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

The Project is required to comply with the Fiji Government and World Bank policies relating to procurement and financial management. To support the preparation and implementation phases, the MTCA is seeking a Financial Management Officer to join the C-PMU.

## **SCOPE OF SERVICES**

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The Financial Management Officer, based in Suva, Fiji, will be responsible for all financial management aspects of the Project in accordance with Fiji Government and World Bank's requirements.

This includes coordinating and managing the day-to-day financial management functions of the Project, including financial reporting, disbursement, consolidation, budgeting, planning, accounting, and auditing aspects of the Project as per the procedures agreed with the World Bank and the duties and procedures outlined in the Project Operational Manual.

## **KEY TASKS AND RESPONSIBILITIES**

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The position will work under the guidance of the Project Manager and will work with a cross-section team with the; Monitoring and Evaluation and Project Coordination Officer, Financial Analyst/Accountant, Procurement Officer, Tourism Specialist, Environment and Social Specialists, and other positions including but not limited to consultants on demand such as a Project Operations Manual Consultant.

Under the general direction of the Project Manager, the Financial Management Officer will have the following responsibilities:

### **Project Establishment**

- Support the establishment of the Project during its initial stages specifically with respect to budget and financial matters and the establishment of policies, procedures, manuals, and systems.
- Identify the most appropriate accounting package for the project to support efficient and effective implementation of Project activities.
- Develop the Project chart of accounts to enable reporting by component and by activity.

### **Project Coordination**

- As directed by the Project Steering Committee, lead Project coordination with various PIUs and technical partners.

### **Planning and Management**

- Contribute to the development of the project's annual planning processes.

- Lead the development of the budget and financial components of project plans.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the Fiji Government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the Project progress.

## **Budget and Finance**

- Ensure the project complies with the financial and accounting legislation and policy requirements of both the Fiji Government and the World Bank.
- Develop and finalise the Project's initial and annual budget in consultation with the Steering Committee.
- Effectively manage the Project cash flow and budget.
- Ensure all the payments under the Project are made on a timely basis and according to contract terms and conditions as well as the Fiji Government and World Bank relevant guidelines, regulations, legal agreements and other applicable documents.
- Facilitate all related Project disbursements in accordance with the agreed disbursement method and in compliance with the World Bank requirements such as the use of Client Connection.
- Manage the Designated Accounts of the Project as appropriate.
- Preparation of financial and disbursement forecasts for all expenditure categories of the Project, in line with the Procurement Plan and Work Plan/Cash Plan.
- Prepare cash forecasts on quarterly basis in coordination with the C-PMU and submit to the World Bank for advance and replenishment.
- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines.
- Ensure effective day to day administration of the project finances, including:
  - Ensuring accurate recording of day-to-day financial transactions
  - Apply pre-audit checks on all payments before payment from the assignment accounts including budget availability, sanction of competent authority and compliance with applicable financial rules and regulations.
  - Ensure that No Objection Letter (NOL) is obtained from the World Bank for every prior review activity before processing any payment.
  - Ensure that only eligible payments are forwarded for Project Manager's approval and drawing funds from the Designated Account.
  - Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.
  - Processing payments to contractors and service providers and ensuring they are duly authorised and approved to facilitate prompt payments and fulfilment of contract requirements.

- Maintaining financial records together with supporting documentation of all project income and expenditure.
- Ensuring project financial files and records are established and maintained in both electronic and paper form in accordance with industry best practice.
- Monitoring the designated bank account.
- Preparing withdrawal applications and other accompanying documentation as required for the periodic replenishments of the designated account.

### **Financial Reporting**

- Monthly report on the progress of project budget utilization and expenditure forecast to the Project Manager, Permanent Secretary and the Project Steering Committee.
- Prepare timely and accurate quarterly interim financial reports to the World Bank within the contractually agreed timeline of the end of each calendar quarter.
- Prepare annual financial statements for the Project and liaise with the auditor to ensure completion in accordance with contractually agreed timelines of the annual audited financial statements.
- Support the delivery of the annual independent audit of Project finances, including drafting a response to the audit management letter.
- Provide financial information as requested for management and review purposes.
- Contribute to the delivery of quarterly monitoring and evaluation reports.
- Contribute to the preparation of the six-monthly Progress Reports, for submission to the World Bank and the Project Steering Committee.
- Provide details on project budget for the Annual Report.
- Maintaining project accounts and reporting on the Project in national and foreign currency.

### **Leading and supporting**

- Lead the management of Project budget and finance processes.
- Represent the MTCA at Project Steering Committee meetings relevant to the project, as required.
- Support the development of the Project risk management plan and ensure project fiduciary risks are identified and mitigated.

### **Organising**

- Ensure Project staff receive appropriate training in financial procedures and systems.

- Manage internal and external communications with respect to Project budget and finances.

### **Advice**

- Provide strategic and operational level budget and finance-related advice.

### **Performance Appraisal and Staff Supervision**

- Support the performance management of staff with respect to finance and budget matters.
- Support the development of terms of reference for project staff, and ensure they are kept up to date with respect to finance and budget matters.

### **Technical**

- Maintain the necessary level of technical and operational skills to fulfil the duties outlined.

### **Other Duties**

- Perform other relevant and related duties reasonably requested by the Project Manager.

## **KEY DELIVERABLES**

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The Financial Management Officer will be responsible for supporting the implementation of the Project including the following specific deliverables, with the support of the C-PMU and PIU:

<b>Key Deliverables</b>	<b>Timing</b>
Develop project finance systems and procedures	Prior to project effectiveness
Develop project budget	Upon commencement
Contribute to Project implementation manual	Upon commencement
Annual Work Plan, Procurement Plan and Budget	Upon commencement and annually
Project Audit	Annually
Progress Reports	Every six months
Financial Report to the MTCA	Monthly
Financial Reports to World Bank	Quarterly

## **WORK COMPLEXITY**

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The most challenging duties typically include:

1. Resolving issues and reporting to monitoring and evaluation principles and contributing substantively to the Fiji Government and World Bank requirements.
2. Managing multiple contractual payment obligations of varying value and scope.
3. Coordinating and monitoring budget across all proposed Project components and activities.
4. Complying with the procurement and financial requirements of the World Bank and of Fiji Government.
5. Ensuring correct financial documentation, reporting and information management procedures are followed.
6. Managing multiple contracts involving firms/consortiums/consultants nationally and internationally.
7. Managing relationships between the C-PMU, other project PIUs, consultants, the World Bank, and others, including the provision of advice of differing institutional requirements.

## PERSONAL SPECIFICATIONS

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in accountancy, finance, business administration, financial management, audit or commerce and/or other related areas.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least 6 years’ experience in specializing in project finance, or in financial and budget management in a similar role of a similar project scale.</li> <li>• At least 2 years of demonstrated experience working with World Bank or other International Development Partner funded projects.</li> <li>• Extensive experience in managing projects and project staff and resources, and in roles with similar responsibilities.</li> <li>• Ability to prepare financial reports in accordance with relevant accounting standards.</li> <li>• Extensive experience with accounting and financial management software packages.</li> <li>• Experience in managing contracts for goods, services and major works.</li> <li>• Experience with preparing project documentation including policies and procedures.</li> <li>• Training and/or relevant experience in project monitoring and evaluation.</li> <li>• Strong report writing and analytical skills, with a demonstrable record of delivery on time.</li> <li>• Experience in using technological solution and computer programmes.</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Master’s or Postgraduate in a relevant discipline or professional qualifications (e.g., CPA).</li> <li>• Experience working with the World Bank’s financial management policy and practice requirements.</li> <li>• Membership of a relevant professional organization.</li> <li>• Experience working in the Pacific region or other developing countries.</li> <li>• Experience with, policies, procedures, and processes of government.</li> </ul>



This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes or specific competencies.

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

Proficient Level	<p>Advanced working knowledge on World Bank financial management</p> <p>Professional attitude and presentation, including ability to act honestly and professionally in all situations</p> <p>Superior problem solving skills</p> <p>Excellent understanding of the various mandates of the Fiji Government and World Bank</p> <p>Analytical skills</p> <p>Working knowledge of financial management/accounting software</p>
Advanced Level	<p>Good working knowledge of the Project Appraisal Document (PAD) and Program Operational Manual (POM)</p> <p>Strong communication skills to influence a certain course of action necessary for the implementation of activities</p> <p>Advanced project management skills</p> <p>Ability to form an articulated and justifiable opinion on relevant issues</p> <p>excellent understanding of national procurement legislations and laws</p>
Working Knowledge Level	<p>Annual budget and cash flow</p> <p>Fund disbursement and management of accounts</p> <p>Procurement plans and annual work plans</p> <p>Financing and Grant Agreements between the World Bank and Fiji Government including the Disbursement Letter and the Service Agreements</p> <p>Policies and laws of the Government of Fiji</p>
Awareness	<p>Roles and mandates of other organisations and agencies</p>

## **Key Behaviours**

*All candidates are measured against the following Key Behaviours as part of Performance Development*

- Commitment/Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development
- Strategic Perspective

## **Personal Attributes**

- Relevant Qualifications
- Excellent Analytical Skills
- Excellent Communication Skills
- Excellent interpersonal skills
- Results orientation
- Ability to manage and work well in multi-disciplinary and multi-cultural teams
- Ability to work in an organized and systematic manner
- Ability to transfer information/knowledge to a non-technical audience
- Recognizes and responds appropriately to the ideas, interests and concerns of others
- Builds trust and engenders morale by displaying open, transparent and credible behaviour
- Respects individual/cultural differences
- Utilizes diversity to foster teamwork
- Ensures others understanding of, involvement in, adaptation to a change process

## **CONTRACT DURATION AND CONDITIONS**

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- i. The contract will be for an initial period of two years and may be extended for the life of the project and the longer-term program subject to satisfactory performance.
- ii. The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.

- iii. Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- iv. This is a full-time position based in Suva, Fiji, and will involve travel to outer Islands.
- v. The position is open to citizens of Fiji or those eligible for a work permit in Fiji.

## **DISCLAIMER**

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From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment, including technological requirements or statutory changes. Such amendments may be initiated as necessary by the Permanent Secretary. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.