

## APPENDIX A

### TERM OF REFERENCE

#### 1. General Duties of Management Unit

As part of the Management Unit, the Financial Management Officer will report to the Director of the Management Unit and shall assist the Director (subject to the direction and oversight of the Steering Committee, and subject to the Development Partner's rights of approval as set forth in the Loans and Grants Agreement and any Supplemental Agreements) with the overall management of the implementation of the Program, including:

- development and administration of (i) all components of the Implementation Plan (including the Financial Plan, Procurement Plan, Monitoring and Evaluation Plan (M&E) Fiscal Accountability Plan, and all Program, and Work Plans), (ii) any response to any finding in any audit;
- oversight of the implementation of the VPMU Projects, including preparation of Development Partner's Disbursement Requests and Withdrawals Application for approval;
- coordination of the overall Program VPMU Projects, each Project Activity and the other activities contemplated under Loans and Grants Agreement and any Supplemental Agreements;
- Preparation and review of reports regarding the finances and accounting (including management reporting, accounts receivable, accounts payable, monthly, quarterly and annual financial statements, cash flow statements and projected cash flow requirements), performance, monitoring and evaluation, procurements, budgets, and audit reports of the Program, the Projects, each Project Activity and the other activities contemplated under, or carried out in furtherance of, the Corporation Agreement and any other reports requested by the Steering Committee;
- Management reporting, accounts receivable, accounts payable, monthly, quarterly and annual financial statements, cash flow statements and projected cash flow requirements), performance, monitoring and

evaluation, procurements, budgets, and audit reports of the Program, the Transport Infrastructure Project, each Project Activity and the other activities contemplated under, or carried out in furtherance of, the Corporation Agreement and any other reports requested by the Steering Committee;

- Maintenance of accounting records for the Program, including for the VPMU Projects and each Project Activity;
- Management and oversight of procurements, and other procurement actions (including approvals thereof) in accordance with the Procurement Agreement and the standards set forth in the procurement Guidelines;
- Administration of the VPMU Website in coordination with the Communications Officer to post current information about Corporation-related activities, M&E Plan reporting, financial reporting, and Corporation-related procurements (to the extent such procurement postings are required by the Procurement Agreement);
- preparation and submission to the Steering Committee of any other report, document, agreement or action as may be designated or requested by the Steering Committee from time to time, along with a written recommendation to the Steering Committee on how to proceed; and
- any other responsibilities within the scope of its Program implementation management role that may be required or requested from time to time by the Steering Committee
- manage admin responsibilities including the supervision of the Executive Secretary and admin assistant

2. **Specific Financial and Accounting duties**

**Financial duties**

Subject to the provisions of the loans and Grants Agreement, or any Supplemental Agreement; the Financial Management Officer shall:

Familiarize with the VPMU program and associated Financial Management Information Systems managed by the Department of Finance and Treasury. In order for her to perform her tasks thoroughly and efficiently, she must work closely in collaboration with the Program Director of VPMU and all the VPMU team, including, the VPMU Steering Committee, the Department of Finance, VPMU Projects consultant team and other relevant stakeholders. VPMU works in close partnership with Partner Agencies and in particular with the Agencies resident offices in Vanuatu. Specifically, the officer is expected to perform the following tasks, but not limited to:

- In consultation with the Program Director prepare the Financial reports as per requirements of the projects financial management and at the request of the Program Director
- Review Quarterly and Six monthly Financial Reports to ensure consistency with program/project updates as per the Project Administration Manual
- Maintain a central record of all contracts and payment made to contracts;
- Assist with coordination of contract administration and management activities as required by management
- Liaise with the VPMU's Program Manager/Advisor, the Project Engineer and the Engineer's Support Unit (in PWD) in regards to disbursement targets and achievements, contract payments; logistical issues, reporting clarifications
- Assist the Director in obtaining information for the Quarterly Disbursement Request
- Oversee petty cash management in accordance Public Finance and Economic Management Act and the Financial Instructions
- Initiate requisition for local purchases and maintain tracking records of approvals for payments
- Be the focal point for issues and resolution with regards to contract and suppliers payments coordinating with the PA as required
- Provide financial updates as required by the Director and other VPMU staff
- Review payments for contracts and maintain status log after forward such to ordering officer
- Liaison with the Development Partners in regards to payments and facilitate resolution when necessary for prompt payment

- Ensure that all VPMU Project monies/expenditures, invoices and purchase orders are in accordance with the project financial requirement
- Coordinate external auditors in their financial audit

### **Accounting duties**

- Prepare requisition requests for all VPMU expenditure including consulting and contract payments;
- Create Purchase Orders for approved requisition requests in the SmartStream financial management information system.
- Maintain the SmartStream Projects module to ensure that all VPMU Projects are set-up correctly, load approved budgets from the financial plan, resolve any foreign currency differences and ensure that the Projects module reconciles with the SmartStream General Ledger.
- Manage requests for financial information and provide ad-hoc, monthly, quarterly and annual financial reports to the Director of Finance as required.
- Manage physical and electronic filing for all VPMU requisition and purchase documentation
- Assist the Department of Finance and Treasury with financial management of the VPMU Projects and recurrent budget of the VPMU.
- Enter project journals for any project related ledger transactions that do not pass through the projects module (payroll journals, VAT return journals).
- Reconcile all VPMU Project transactions to the VPMU Project established bank account.
- Ensure Project Financial Statement are prepared each end of fiscal year and submitted to the auditors.
- Perform other duties as assigned by the Program Director

### **3. Outputs:**

The Financial Management Officer will ensure that the following outputs are achieved: Many of these products are generated and performed by VPMU Office.

3. Timely payments are made to all contractors and suppliers and penalty payments are avoided
4. Monthly financial updates.
5. Quarterly financial plan updates
6. Timely Financial Reports as required by the Development Partners

7. Complete Disbursement Request Packages are approved by the Steering Committee and submitted to each Development Partners on the due date
8. Comprehensive file of final audits reports is reviewed by management and the Audit Corrective Action Plan is developed and forwarded to Development Partners as required
9. Proper financial records (including Imprest Account and petty cash management) and updates maintained by VPMU
10. Maintain VAT log including requests and approvals of VAT exemption related to VPMU program and projects and facilitate expedited methods to achieve minimal delays in contractor orders.

#### **4. Methodology:**

The Financial Management Officer will be based at the VPMU Office in Port Vila for the duration of the contract. The Financial Management Officer shall:

11. Provide regular financial updates to the Program Director of VPMU and recommend ways forward
12. Ensure that all expenses are made consistent with loans and grants Agreement; and
13. Prepare specific project related financial presentations for the Steering Committee

