

FINANCIAL MANAGEMENT OFFICER (FMO)

Project number:	P159215
Project name:	Mongolia Employment Support Project (MESP)
Project aim:	To provide jobseekers and micro-entrepreneurs in Mongolia with improved access to labor market opportunities.
Organization name:	Ministry of Labor and Social Protection
Contract duration:	The initial duration of the consultancy service rendered will be 12 months with a probationary period of 3 months . The contract will be extendable on an annual basis subject to satisfactory performance.
Closing date:	17:00 p.m, December 1 st 2017

Duties and responsibilities:

The Financial Management Officer's duties and responsibilities include, but are not limited to, the following:

- 1) Establishing and maintaining a financial management system and practices appropriate for the Project and will ensure the Project's compliance with the World Bank (WB) financial management policies and procedures.
 - Establishing a computerized accounting system with an appropriate chart of accounts set up for the project accounting and reporting;
 - Preparing project financial and disbursement plans on a monthly, quarterly and annual basis including those activities to be implemented through the EPF;
 - Managing and maintaining project accounts: Designated Account (DA) and Operating Account (OA) and their replenishment in accordance with the WB's disbursement requirements;
 - Preparing monthly bank reconciliation statements in a timely manner;
 - Monitoring project disbursement and preparing Withdrawal Applications and the supporting documents (i.e. Statement of Expenditures, Summary Sheets and EPF Budget Execution Reports and Actual Loan Lists made by participating financial institutions to beneficiaries) for submission to the World Bank via the Client Connection system (<https://clientconnection.worldbank.org>);
 - Maintaining up-to-date accounting records and ledgers as well as an asset register;
 - Properly filling and maintaining all accounting forms and supporting documents;
 - Ensuring that a proper internal control system is in place to achieve accountability at all levels;
 - Making annual adjusting journal entries to record the project's EPF expenditures in the project accounting system based on the annual EPF Budget Execution Reports;
 - Preparing quarterly and annual Project Interim Financial Reports (IFRs) in accordance with the consistently applied accounting and reporting standards and submitting them to the World Bank and the MLSP;
 - Working with external auditors to complete the annual audit for the Project in a timely manner and submitting audit reports to the world Bank and the MLSP;
 - According to the formats provided by the MLSP, preparing and submitting:
 - Annual and quarterly financial reports for the Project expressed in MNT (e.g. Balance Sheet, Income Statement, Cash Flow Statement, Statement of Owner's Equity and other related information and data) through the E-Report system (<http://119.40.100.204/EReport/>);
 - Income tax statements (for the Project Implementation Unit staff and all consultants) expressed in MNT through the electronic system of the General Department of Taxation (<https://e-tax.mta.mn/portal>);
 - Monthly Social Insurance Statements to the Government's Social Insurance System

(<https://app.ndaatgal.mn/onlineshim/>);

- According to the Law on Glass Accounts, disclosing all the required monthly, quarterly and annually financial reports, audit reports and other financial data and information on the Glass Account Portal in a timely manner (<http://shilendans.gov.mn/>); and
- Performing any other tasks as reasonably assigned by the Project Coordinator.

Selection criteria:

Among other criteria, the successful candidate should be holding:

Education	A master's degree in finance or accounting. A professional certification i.e. CPA, CA or ACCA would be an advantage.
Work experience & skills	At least 5 years of directly relevant professional experience in finance and/or accounting. The candidate should possess the ability to work with an accounting system and be familiar with laws and standards relating to accounting, financial reporting, auditing, and taxation. Knowledge and experience of the financial management procedures of international organizations would be an advantage.
Language skills	High proficiency in spoken and written Mongolian and English.
Computer literacy	High proficiency in MS Office proficiency such as(Word, Excel, PowerPoint etc.).
Other	<ul style="list-style-type: none">- High professional and personal integrity;- Excellent communication and interpersonal skills;- Ability to collaborate effectively with diverse stakeholders and implementing agencies;- Ability to work both independently and collaboratively in a team;- Organizational skills and the ability to concurrently handle multiple assignments.

Submission of application:

Please apply along with your detailed curriculum vitae, cover letter and recent passport-size photo to Room #304, the Employment Policy Implementation and Coordination Department of the Ministry of Labor and Social Protection of Mongolia no later than 17:00 p.m, December 1st 2017. The position applied for should be clearly written on the A4 size envelope.

Only short-listed applicants will be contacted for interview.