



PROJECT MANAGEMENT UNIT

”INTEGRATED NUTRIENT POLLUTION CONTROL PROJECT”

**ADVERTISEMENT**

Ministry of Waters and Forests seeks recruitment of suitable staff to cover the Financial Manager position with an employment contract for a limited period within the Project Management Unit (PMU) responsible with the implementation of the World Bank (WB) supported Integrated Nutrient Pollution Control Project (INPCP).

The individual employment contract will be initially concluded for a limited period of time, until 31.05.2017. After entering into force of the law ratifying the additional financing of the project, the employment contract may be correspondingly extended until 31.03.2022.

The minimum required qualifications are:

- Academic education and MSc in economics, or equivalent;
- At least 7 years of specific experience in the field of financial management and preferably a minimum of 3 years of relevant experience in accounting of internationally funded projects;
- At least 3 years of specific experience in the field of public finance;
- Proven practical experience in the field of project implementation and financial controls;
- Sound knowledge of national legislation applicable in the financial, financial controls, accounting and budgetary fields;
- Relevant experience in the field of fund management and budgetary process;
- Practical experience in the internal control procedures;
- Sound knowledge of WB procedures and financial requirements and experience in working with WB would be an advantage;
- Relevant experience in elaborating financial reports to be submitted to several institutions;
- Advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel, Power Point and of Outlook, Access and MS Project;
- Proven leadership and teamwork capabilities;
- Good capacity to communicate with people from different backgrounds and positions, as well as with local and national authorities;
- Must write/speak/read good English.

Details regarding the recruitment, the terms of reference and the required qualifications are available at the below mentioned address or on the website of the Ministry of Waters and Forests: [www.apepaduri.gov.ro](http://www.apepaduri.gov.ro).

Interested candidates are invited to submit a file containing the following documents:

- Application letter in both Romanian and English languages;
- Curriculum vitae in both Romanian and English languages;
- Copy of ID card;
- Copy of the employment book or certificate/certificates confirming length of work experience;
- A declaration that he/she has no penal record which would make he/she incompatible with the job for which the application is submitted;
- Medical certificate attesting a proper health, issued up to 6 months prior to the competition deadline;
- Other relevant documents (diplomas, certificates, recommendations, etc.).

The selection of the candidates will be carried out on the basis of the assessment of files and supporting documents and the suitable candidates will be contacted by phone/email for the interview.

The applications should be submitted to the "Integrated Nutrient Pollution Control" Project Management Unit - Ministry of Waters and Forests, 12 Libertății Blvd., 2<sup>nd</sup> floor, room 304D, District 5, Bucharest.

Closing date for application is **20 March 2017, at 14.00 h.**

Additional information can be obtained at the representative of the "Integrated Nutrient Pollution Control" Project Management Unit, Mrs. Andreea Cazacioc, phone number 021.408.95.65, or at the address: Ministry of Waters and Forests, 12 Libertății Blvd., room 304D, District 5, Bucharest.

# TERMS OF REFERENCE

## Financial Manager(FM/1 position)

### 1. General Description:

- a. The FM has the responsibility to ensure the effective and efficient financial management of the INPCP.
- b. The FM is subordinated and reports to PMU Director.

### 2. Tasks and responsibilities:

The PMU Financial Manager, accountable to the PMU Director:

- Takes part in the preparation and implementation of the annual/quarterly/monthly Implementation Plans and Budgets;
- Oversees the payments and the account crediting procedures;
- In collaboration with other PMU staff and under supervision of the PMU Director, elaborates, applies and controls the annual budget of the Project;
- Monitors the project actual status of implementation and spending, follows up on any significant variances and plans the financial activities so that the risk of insufficient annual and in-year budgetary allocations and any shortages is mitigated;
- Owns an authorized signature specimen which is applicable to all Project bank accounts, as well as to the Designated Account of the Grant;
- Oversees all financial and accounting operations of the Project, in accordance with WB procedures and with the Romanian legislation in force;
- Makes sure that all Project-related expenses are eligible to be financed out of the Project funds, in line with the relevant Project documents, and documented to WB on a timely basis;
- Operates the IT financial management system and accounting system used for project purposes and ensures project transactions are duly and timely reflected in the system;
- In coordination with subordinates, prepares and submits all regular financial and accounting reports according to the national legislation in force and all financial reports that the Government of Romania, the World Bank (ie Interim Financial Reports, Statement of Expenditures, etc), beneficiaries and other institutions may request, by recording expenses against the budget per Project sources of financing, activities, beneficiaries and components;
- Represents INPC PMU at the financial audits that national control bodies or WB project auditors perform, submits project audits to WB as per the deadlines agreed on, and duly follows-up on any qualifications or recommendations issued by the auditors, if any;
- Makes sure that all procedures that are established in the financial documents of the Project are properly observed and ensures adequate supporting documentation is maintained for project transactions;
- Ensures that the Project Operational Manual reflects adequately the financial and accounting procedures applicable to the project and that it is updated on a timely basis when necessary;
- Makes sure that funds are used as planned and all bank/treasury accounts of the Project are debited/ credited in due time;
- Carries out the financial preventive control and gives the necessary visas for all financial documents of the Project as per the decision of the PMU Director and with respect to segregation of duties;

- Plans and monitors closely the financial activities of the Project and communicates any significant matters to the PMU Director.
- Performs other relevant duties as required by the PMU Director, provided that they do not contradict the conditions of the LA and/or the POM.

**3. Working relations areas:**

a. Hierarchical: Reports to PMU Director;

b. Cooperation:

- With other members of INPC'S PMU about issues that are related to the implementation of the Project;
- With WB's Project Coordinator and with WB specialists, about financial management issues and about disbursement of funds;
- With personnel of the General Economic Directorate of the Ministry of Waters and Forests;
- With representatives of the Ministry of Public Finance;
- With financial specialists from other projects that are funded by the World Bank;
- With staff of the commercial bank where the Project has its accounts;
- With staff of the Treasury where the Project has its accounts;

c. Presentation reports: according to the mandate which is entrusted by the PMU Director.

**4. Minimum qualifications requested:**

- Academic education and MSc in economics, or equivalent;
- At least 7 years of specific experience in the field of financial management and preferably a minimum of 3 years of relevant experience in accounting of internationally funded projects;
- At least 3 years of specific experience in the field of public finance;
- Proven practical experience in the field of project implementation and financial controls;
- Sound knowledge of national legislation applicable in the financial, financial controls, accounting and budgetary fields;
- Relevant experience in the field of fund management and budgetary process;
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