**Terms of References**

**Financial Manager (FM/1 position)**

1. **General Description:**
2. The FM has the responsibility to ensure the effective and efficient financial management of the INPCP.
3. The FM is subordinated and reports to PMU Director.
4. **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 Ministry of Public Finance, 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 INPCP 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 (POM) 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.

1. **Working relations areas:**
2. Hierarchical: Reports to PMU Director and coordinates the activity of the Economics Department;
3. 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;

1. Presentation reports: according to the mandate which is entrusted by the PMU Director.
2. **Minimum qualifications requested:**

* Academic education and MSc in economics or equivalent[[1]](#footnote-1);
* 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.

**Annex to Terms of References**

**I. Short presentations of the INPCP-AF project components**

The Project comprises the following four components: (1) Investments in Local Communities to Reduce Nutrient Pollution; (2) Institutional Strengthening and Capacity Building; (3) Public Awareness and Information Support; and (4) Project Management.

The **Component 1** provides support for effective investments and management practices to reduce nutrient pollution from agricultural, livestock and human sources. The beneficiaries (the administrative – territorial units – ATUs - or association of ATUs) will propose sub-projects, selected from a menu of investments based on agreed eligibility criteria and having the main objective to reduce water pollution with nutrients, in accordance with the provisions of the “*Guideline for procedures to be used for competitive financing and for potential Applicants*”. The menu of investments includes: 1. investment for livestock waste management (1.1.developing local community storage, composting and handling systems, packing/ pelleting stations and biogas facilities, all to promote better management of livestock waste; 1.2. upgrading the existing manure storage and/or composting facilities); 2. Investment to mitigate pollution by wastewater (sewage and wastewater treatment activities); 3. Improving water bodies’ protection against nutrients and soil runoff (planting of forest shelter belts).

**Project Component 2-** will support activities that aim to strengthen institutional capacity and coordination within relevant national and local governments, institutions, agencies and stakeholders for regulating, implementing, monitoring and reporting the EU Nitrate Directive (European Council Directive 91/676/EEC of December 12, 1991 concerning the protection of waters against pollution caused by nitrates from agricultural sources) and Water Framework Directive (Directive 2000/60/EC of the European Parliament and of the Council establishing a framework for the Community action in the field of water policy) requirements. The project will contribute to building capacity by providing equipment, software and other required facilities and specialized training for MWF (Ministry of Waters and Forests), National Agency of Romanian Waters (ANAR-Agentia Nationala “Apele Romane”), MARD (Ministry of Agriculture and Rural Development), Agriculture Payments and Intervention Agencies (APIA), National Environment Protection Agencies, Environmental Guard and Public Health Directorates, and selected Research Stations and County Offices for Soils and Agro-Chemistry.

**Project Component 3 -***Carrying out of public awareness activities at the local, river basin, national and regional levels, including meetings, workshops, field trips, study tours and mass media events and products, to introduce the Project and its benefits, to promote improved rural sanitation and implementation of good agricultural practices*. In particular, the component promotes improved rural sanitation in all the agro-climatic regions in the country, implementation of good agricultural practices, such as composting, conservation tillage, crop rotation, etc.

**Project Component 4** – reffers to activities for the Project implementation, monitoring, reporting, evaluation and impact assessment

**II.1 “EU Nitrates Directive”** reffers to the (European Council Directive 91/676/EEC of December 12, 1991 concerning the protection of waters against pollution caused by nitrates from agricultural sources.

**II.2 Water Framework Directive** reffers to the Directive 2000/60/EC of the European Parliament and of the Council establishing a framework for the Community action in the field of water policy.

**III. List of abbreviations**:

- INPCP-AF: Additional Financing of the Integrated Nutrient Pollution Control Project;

- PMU: Project Management Unit

-WB: World Bank

- ANAR:Romanian Waters National Administration/ National Water Authority;

- CGAP: Code of Good Agriculture Practices;

- POM: Project Operational Manual;

- LA:Loan Agreement;

- MARD: Ministry of Agriculture and Rural Development;

- APIA:Agriculture Payments and Intervention Agencies;

1. “*In accordance with areas for university and phd/msc studies, included within the science area “Economics”, column no 5 of the list of domains and specializations/programmes for universitary studies included within Annex 1 of the GD no 376/2016 regarding the approval of the List of domains and specializations/programmes for universitary studies and of the higher education institutions’ structure for the year 2016-2017”.* [↑](#footnote-ref-1)