

Terms of Reference

LEBANON EMERGENCY CRISIS AND COVID-19 RESPONSE SOCIAL SAFETY NET PROJECT

Financial Officer

I- Background and Context

The Government of Lebanon (GOL) has received financing from the International Bank for Reconstruction and Development (The World Bank) towards the Emergency Crisis and COVID-19-Response Social Safety Net Program (ESSN). The objective of the \$246 million project is to provide cash transfers and access to social services to extreme poor and vulnerable Lebanese populations affected by the economic and COVID-19 crises.

II- RESPONSIBILITIES

The Financial Officer will carry out all financial management activities of the project in accordance with Lebanese law and regulations, and the World Bank Guidelines for FM and acts as main liaison with the Third-Party Monitoring Agent under the supervision of the General Project Director. The tasks of the Financial Officer will include:

- Prepare all payments related to the project, and make sure that all supporting documentation on financial transactions is maintained to those payments, including: (i) Bank transfers from the Designated Account; (ii) Payment by checks from the Designated Account; (ii) Direct Payments; and (iii) Replenishment Application;
- Check the Payments paid from the Designated Account and Income Tax slips for all relevant payments;
- Check the clearance of Petty Cash payment with supporting documents;
- Check and approve all Financial Transactions;
- Prepare the bank reconciliation for monthly replenishment of Designated Account;
- Check whether the records for all the Contracts are maintained;
- Prepare the quarterly project financial statements and liaise with the General Project Director and other departments to reflect forecast of onward disbursements;
- Check with the General Project Director concerning the quarterly physical report, whether it is done according to the requirement;
- Prepare withdrawal applications and submit them online for signature;
- Follow up on all financial matters with relevant concerned department of Ministry of Finance, Central Bank, Court of Accounts etc;
- Check whether proper record and documentation for audit is done;
- Maintain a fixed Asset Register;
- Attend to financial queries or other related work as and when required;
- Work with the external auditor and the third party monitoring agent as needed;
- Maintain a fully functional accounting system;

- Design an appropriate Chart of Account and Cost Center;
- Design an Internal Control Mechanism for the smooth movement of all payment system;
- Design accounting policies and procedure and reporting tools;
- Establish and maintain suitable internal control system for facilitating the procurement of Works, Goods, and Services;
- Manage the Designated Account movement through the Designated Bank Account payments and the direct payment;
- Document accounting policies and procedures and safeguard financial documents;
- Prepare disbursement plan;
- Prepare the project budget in coordination with the General Project Director;
- Prepare the financial and accounting sections of the project operational manual and ensure that the FM aspects are executed as per the manual; and
- Ensure that the project is executed as per the World Bank's FM procedures and as per the Legal Agreement.

III- QUALIFICATIONS AND SKILLS

- Bachelor's degree in Business Administration, Accounting, Economics or any related field;
- Master's degree or professional accountancy qualification (CPA, CMA, etc.) is a plus.
- A minimum of 5-7 years of professional experience working on similar assignments;
- Knowledge of all concepts, principles and approaches of financial management;
- Experience in working on projects financed by international organizations is a plus;
- Knowledge of the public sector in Lebanon and its overall structure and policy objectives is preferable; and
- Knowledge of World Bank financial management procedures is advantageous.
- Strong communication skills, both written and verbal, in both English and Arabic;
- Excellent knowledge using computer software (Word, Excel, PowerPoint, and Microsoft Project) and project planning software;
- Demonstrated ability to assume a leadership position in a team-based environment;
- Demonstrated ability to motivate and promote collaboration among diverse team members;
- Demonstrated analytical, problem-solving and negotiation skills with ability to balance project objectives and financial management requirements with client needs;
- Demonstrated ability to elaborate and present financial management reports and statements;
- Availability, dependability, and willingness to be flexible.

This position sits at the Presidency of the Council of Ministers and reports to the General Project Director.

IV- DURATION OF THE ASSIGNMENT

This is a full-time assignment, for a period of 12 months. The Contract will be signed on a yearly basis renewable annually, upon satisfactory performance of the Consultant.
