



GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS

THE MINISTRY OF FINANCE

**THE PUBLIC FINANCIAL MANAGEMENT AND PERFORMANCE MONITORING REFORM
PROJECT (PFM/PMR)**



EMPLOYMENT OPPORTUNITY JUNIOR ACCOUNTANT

Title: Junior Accountant for Public Financial Management and Performance Monitoring Reform Project

This notice is placed on behalf of The Ministry of Finance for the purpose of providing background information regarding the objectives of the PFM/PMR Project so as interested persons who meet the stated and other criteria to determine their eligibility and apply to this position. The Government of the Commonwealth of the Bahamas has received financing from the Inter-American Development Bank (IADB) under loan #3340/OC- BH to partially/totally fund the contract cost.

SUMMARY OF BACKGROUND INFORMATION

The PFM/PMR project will improve the Financial Management and Performance Monitoring capabilities of the Public Sector. Component III will address inefficiencies in budget formulation and execution which affect linkage of policy priorities to the budget. Processes, policies, and procedures must be redesigned to meet modern best practice in Public Financial Management and Performance Management systems. The key deliverables of this component include the implementation of an Integrated Financial Management Information System (IFMIS). The Government is seeking a consultant to assist in performing an operational, technical and business needs analysis that will ultimately result in an improved Public Financial Management System.

JOB SUMMARY

The Junior Accountant, under the direction of the Component Coordinator will provide support in the preparation of schedules, analyses and research that is necessary to assist the Component in the effective discharge of its functions. The prescribed functions of the Component Coordinator consists of multiple activities that include but are not limited to, managing the activities of the Component Development Team, facilitating the needs of key stakeholders and providing guidance to other consultants that will be engaged to advise the Government on the necessary changes to laws, regulations, policies, procedures and technology that will contribute to the implementation of a new IFMIS. The list of key stakeholders include but are not limited to: External Rating and Evaluation Agencies, The Government, Ministry of Finance and its multiple roles and responsibilities, Treasury, Ministry of Public Service, All sixty plus Ministries and Departments of The Public Service, The Public and it's sub-populations. The duration of the contract is 12 months, with extension of up to 5 years based on evaluation and satisfactory performance.

FUNCTIONS AND RESPONSIBILITIES

The Junior Accountant, in coordination with the Component Coordinator, the Component Development Team, and the IADB will

1. Collect data, including preparation and updating of spreadsheets in prescribed formats.
2. Assist with administrative duties, as directed by the Component Coordinator or designee.
3. Prepare reports on behalf of the Component Development Team and other Consultants under the control of the CDT.
4. Prepare power point slides and other materials under the direction of the Coordinator, as a part of training programs both as stand-alone presentations, and for incorporation to the work of the object programmer for effective delivery of multi-media training for Finance and Accounting Officers.
5. Perform specified research on behalf of the CDT in support of its activities and mandate.
6. Obtain the necessary training as prescribed by the Component Coordinator (at the expense of the Component) to facilitate the stakeholder needs.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

1. A minimum of a Bachelor's Degree in Accounting from an accredited institution.
2. Between three (3) to five (5) years of experience in accounting, internal auditing or public accounting.
3. Work in a financial institution under the direct supervision of a Professional Accountant.
4. Knowledge of IADB's procurement guidelines.
5. Proficiency in Microsoft Word and Excel
6. Proficiency in a spreadsheet application is a plus.

SELECTION PROCESS

The individual for the consultancy will be selected in accordance with the procedures set out in the Inter- American Development Bank: Policies for the selection and contracting of consultants financed by the Inter-American Bank (Document GN-2350-9). Note that the Government of the Commonwealth of The Bahamas has the authority to reject any and all proposals without an explanation. Procurement notices will be posted online at www.bahamas.gov.bs

Interested persons must submit CVs by 17:00 hours (EST) July 13th, 2017, via email as follows:

Attention: Tonya Adderley

Email: tonyaadderley@bahamas.gov.bs