



Ministry of Digital Economy & Entrepreneurship
Terms of Reference
Youth Technology and Jobs Project
Project Management Unit

Job Opening: Finance Officer

I. About the Youth, Technology, and Jobs (YTJ) Project

The Government of Jordan (GoJ) has received financing from the World Bank to implement the Youth, Technology, and Jobs (YTJ) project, which has become effective in April 2020. The YTJ project aims to improve digitally enabled income opportunities and expand digitized government services in Jordan. The project will build an impetus for private sector-led growth of the digital economy and make interventions to address specific constraints in the supply and demand sides of the digital economy. The project duration is five years. The Ministry of Digital Economy & Entrepreneurship (MoDEE) is the implementing agency of the YTJ project.

The objective of this TOR is to identify and hire a **Finance Officer** for the project.

II. Responsibilities of the Finance Officer

- Implement financial management internal policies.
- Setting up the yearly budgets reflecting the operations of the grant and later on the grant and performing a quarterly review of the budget against actual expenditures;
- Developing and using spreadsheet applications that are able to follow up on the loan accounts and prepare, on periodical basis, financial reports;
- Ensure the availability of funds and prepare quarterly cash forecast for these funds to be approved by management;
- Ensure that project funds flow on a timely basis and all project accounts are replenished on time;
- Ensure financial quarterly reports (Interim Unaudited Financial Reports) are submitted timely to the World Bank,
- Organizing the project's financial management in terms of work plan, scope of FM work, as well as relationship with all involved parties during project implementation;
- Supporting the entities in the selection, design and implementation of the project accounting system; and support the entities in the development of current financial systems
- Supporting the entities in all the FM arrangements of the project including processing of payments and issuance of replenishment applications;

- Discuss and support the project team in the discussions with the external auditors related to annual audit, assessing reports received from them, and following up, in consultation with the project manager, any audit queries/management letters;
- Maintain and supervise all accounting records and books;
- Prepare withdrawal applications and requests for transfers for the disbursement of funds and for the replenishment of the project's accounts, processes payment orders to be made from World Bank and from Government counterpart funds;
- Reviewing the monthly Bank Reconciliation for all Bank Accounts on a timely basis;
- Ensures compliance with operating procedures of Government and the World Bank (e.g. Procurement, Disbursements, Special Accounts, Statement of Expenditures (SOEs), etc),
- Receives regular briefing by the Procurement Specialist on procurement issues, and evaluates any difficulties being experienced to the extent of proposing solutions
- Assess and validate the adequacy of existing internal controls and procedures for key processes;
- Conduct training for FM team in application of the World Bank FM guidelines; provide financial training to the financial staff, assist in selection of external auditor and any financial bidding
- Work closely with the implementing agencies/partners in developing a financial monitoring and reporting processes/system;
- Prepare financial overview of funding commitments under the project and also contribute to quarterly and bi-annual review and progress reports;
- Perform any additional tasks requested by the Operations Manager.
- The Finance & Administration Officer will report directly to the Operations Manager.

III. Eligibility and Minimum Qualifications

- A minimum of 8-10 years' experience of designing and establishing suitable financing management system.
- Experience on multilateral/ bilateral funded projects is a plus;
- Prior experience working in donor-funded projects is an asset as well as experience with public sector regulations and procedures,
- Experience in working with large Government of Jordan financed projects
- Strong interpersonal and relationship management skills.
- Self-motivated with a willingness to take initiative.
- Ability to handle multiple tasks, work under pressure, and within teams to achieve objectives.
- Strong critical thinking and problem-solving skills.
- Accurate and precise attention to detail.
- Personal qualities of integrity, credibility, and commitment to YJT objectives.
- Excellent written and spoken communication skills in Arabic and English.
- Willingness to travel as needed.

IV. Education Requirements

University Degree in Accounting, Finance, Business Administration or another relevant field.

V. Duration of Assignment

The contract period is for one year, renewable up to 5 years. The Finance Officer must diligently perform in a proper and efficient manner the duties set out within these TOR and any other task or responsibilities

that may arise in relation to the proper management and delivery of the project.

VI. Application

Only the most qualified and suitable candidates will be invited to interviews. Interested eligible individuals may submit their **cover letter** and **resume** via email to wb.jobs@modee.gov.jo

Please include the name of the position in the subject of the email.

Deadline: Kindly Submit before 11:59 PM on June 7, 2020