



SCOPE OF WORK

Name:	TBD			
Activity Name:	USAID/Sweden Fostering Agricultural Markets Activity II (FARMA II)	Activity #:	4729	
Position to be Filled:	Finance & Accounting Specialist			
Engaged By:	Cardno Emerging Markets USA, Ltd.			
Reports to:	Senior Operations Manager / HR Coordinator			
Assignment Date (on/about)	Begin:	November 2017	End:	December 2020
LOE (Total)	Total	Onsite	Offsite	Travel

USAID/Sweden FARMA II Description of Project

USAID and the Government of Sweden have awarded Cardno a five-year US\$16.2 million contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia and Herzegovina (BiH).

The purpose of FARMA II is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products, and expand market access. The FARMA II team will also support the BiH government to implement laws and regulations that meet EU and international requirements.

Scope of Work – Finance & Accounting Specialist, Ref: 17BiH/17

The Finance & Accounting Specialist has principal responsibility for accurate recording of all payments made by the FARMA II field office and for the timely monthly delivery of accounting reports to Cardno's Home Office. The position has first-line responsibility for ensuring that all outlays of funds are compliant with procedures protecting against misuse or undocumented use, including obtaining all required backup records and authorized approvals prior to disbursement. The Finance & Accounting Specialist ensures that all expenditures/disbursements are booked properly and timely in the chart of accounts. The position has responsibility for field office cash management and preparation of payment orders for review and final approval by the project Senior Operations Manager / HR Coordinator, COP or DCOP according to established procedures. The Finance & Accounting Specialist is responsible for adhering to all requirements of the Cardno's Procurement Operations Manual and Grants Manual. The position is also responsible for the forecast of month-to-month financial needs.

Responsibilities

- Prepare and pre-approve payment orders for final review and approval by Senior Operations Manager / HR Coordinator, COP or designate;

- Review and validate that proper procedures have been followed for all disbursements – procurements, grants, payroll, and any other planned payment;
- Prepare for review monthly Field Office Financial Report for Home Office on use of project funds or any other project related financial reports;
- Manage monthly payroll and ensure payment of all tax and social contributions responsibilities for FARMA II full-time and short-time staff in compliance with BiH legislation;
- Documents and records management of financial and administrative documents, including electronic and physical filing in project bookkeeping / accounting system, payroll software and FBiH and RS tax systems;
- Assist Senior Operations Manager / HR Coordinator to analyze the budget and find alternatives if the projected results are unsatisfactory
- Prepare employment and service contracts including tracking of used days for LTTA & STTA;
- Prepare necessary paperwork for TAX authorities in BiH for employee registration and any other changes to FARMA II registration with relevant BiH authorities;
- Prepare monthly Field Office Advance Request to ensure that project operations can be efficiently financed;
- Manage petty cash;
- Ensure compliance with Cardno Field Office Financial Management Manual and all related USAID/Sida regulations and procedures;
- Facilitate financial internal and donor project financial audits;
- Assist with annual procurement process, as well as other day to day procurement needs;
- Provide any other assistance to project activities as needed or directed by the Senior Operations Manager / HR Coordinator.

Reporting

The Financial Specialist reports to Senior Operations Manager / HR Coordinator.

Position profile

Qualifications and skills:

- University degree or secondary education in finance, accounting or related discipline;
- Excellent computer skills (MS applications) and proficiency in Quick Books, local payroll software or similar software;
- Excellent analytical, communication, presentation and skills;
- Excellent written and oral in both BHS and English language;
- Proven ability to work in a team and under pressure;
- Willingness to travel BiH-wide as needed.

Professional experience:

- At least 5 years of relevant professional experience for University degree holders or at least 10 years of relevant professional experience for Secondary education degree holders;
- Relevant experience in finance/accounting, cash management and budgeting;
- Proven experience in financial and budget execution analysis and other financial/accounting data tools and techniques in order to analyze, input/extract data, and compile tables and reports would be considered strong advantage;
- Knowledge of tax laws of the BiH, policies, banking and other regulations affecting international project accounting;
- Familiar with international and national accounting standards;
- Previous experience in implementing international funded projects in BiH is strongly preferred.

Timing and Level of Effort

Candidate is anticipated to start by November 1, 2017.