

GF FINANCE OFFICER

GF Project Management Unit

Job details

Job title: Global Fund Finance Officer

Management: GF Finance Manager

Duration of contract: TBA

Location: Vientiane

Job summary

The GF Finance Officer will be responsible for the providing financial management services for the Global Fund grants to the Ministry of Health, and will contribute to timely completion of financial reporting obligations as required in the grant agreements. He/she will work as part of the PMU Finance team to ensure that grant financial resources are well managed and properly utilized and accounted for during the implementation of the planned activities according to the set procedures and guidelines of the Global Fund. Under the guidance and direction of the GF Finance Manager, he/she will ensure the grant recipients follow established accounting procedures, and institute proper safeguards and risk mitigation measures to protect the use of grant funds.

Key responsibilities

1. Review the accounting statements for SR:

- Receive and track the submission of regular financial reports from in electronic and hard copy format,
- Review and certify financial statements from SRs (monthly accounting report, half yearly and yearly accounting report, ad hoc accounting report, financial statements),
- Liaise with SRs to ensure that any necessary corrections are made to financial reports.

2. Contribute to financial reporting:

a) PUDR

- Prepare, review and verify, quarterly if any, and semi-annual progress update and disbursement requests for submission to the management for approval.
- Prepare, PR quarterly, six-monthly, annual project financial reports in the required format,
- Review draft of the Audit financial statements and ensure consistency between figures in the PU/DR and audit report.

b) AFR

- Prepare, review and verify AFR in the required format.

c) Global Fund ad hoc reporting:

- Contribute to financial reports to the Global Fund and to related parties as requested.

3. Contribute to the budget preparation and review:

- Under the guidance of the GF Finance Manager, contribute to the development of detailed grant budgets. This may include confirming that budgets follow Global Fund and PR policies, that the level of details is adequate, that budget template is completed correctly in accordance with Global Fund budgeting guidelines, and that required documentation to justify proposed costs etc is available.

- Provide guidance to grant implementers / SRs when proposals for reprogramming are being considered: review SR/PR reprogramming documents and consolidate into comprehensive documents
- Respond to any financial question related to the grant under their responsibility
- Assist in preparation of budget plan of individual budgets within the overall grant budgets

4. Undertake internal control duties

- Plan, manage and document the implementation of any corrective actions required arising from external audits, GF recommendations, PR recommendations.
- Act as control officer for the payment/income/transfer voucher from SR/PR
- Prepare salary calculations for PMU staff for review by Finance Manager and approval by the PMU Manager
- Check and verify all financial documents and supporting documents against the budget line and put proper account code
- Act as control officer for the SR/PR PUDR
- Inspect and oversee compliance of financial transactions by PR, SRs and ISs per Accounting Procedures and the Financial Management Manual and the directives of project management.
- Propose any procedures reinforcing the SR/PR internal control

5. Develop capacity of SR and Implementing Sites (IS):

- Arrange and conduct training on accounting and financial procedures for SRs and ISs
- Provide counselling in the areas of accounting and finance to accountant and financial officers at PR, SRs and ISs, (assessment review on internal procedures)

6. Supervise treasury functions of the grants:

- Verify and certify the availability of funds for the PR procurement requests against the project budget line allocations.
- Under the guidance of the GF Finance Manager, prepare requisition for release of Global Fund grant funds from the Bank of Lao to the PR and to sub-recipients with relevant backing sheets and support the timely approval of the requisitions by the Ministry of Health officers.
- Monitor the transfer of funds from the GF and from the Bank of Lao to sub-recipients and advise the Finance Manager of any delays that are identified.

7. Provide detailed information as focus person for financial related issues:

- Under guidance of the GF Finance Manager, liaise with the Local Fund Agent (LFA) of the Global Fund in the Lao PDR on financial management matters when delegated by the GF Finance Manager. Prepare and submit approved and updated project budget, work-plan, disbursement request and financial reports as required,
- Under the guidance of the GF Finance Manager, facilitate annual external financial audits so that audits are undertaken in an orderly manner and auditors have required access to documentation to undertake the audit. Coordinate, discuss, and explain issues raised by external auditors and draft responses and action plans to issues raised in audit reports.
- File all financial documents securely to facilitate retrieval when required.

8. Maintain asset management functions for assets procured through Global Fund grants, in accordance with asset management policies of the PMU.

- Under the guidance of Finance Manager, prepare consolidated a fixed asset register from SRs including provinces and PR office, update fixed asset register when there is any movement of fixed assets and any change advised by SRs and provinces on a semi-annual basis, and perform fixed asset verification during financial spot checks of SRs.
- 9. Perform other duties as requested by the GF Finance Manager including undertaking duties of Accountant when requested.**

Academic and professional qualifications

A Degree in Finance and/or Accounting, from a reputable university.
Accounting qualifications and recognition by a relevant professional accounting body (eg CPA) is highly desirable.

Experience and Competencies

1. Five (5) years' experience working as a Finance or similar position responsible for accounting, budgeting, financial management and reporting.
2. Preferably experience in setting up a financial management operation.
3. Preferably experience working with international donors or development agencies and government.
4. Strong written and oral communication skills, including professional level English language skills.
5. Preferably experience in grants management, contract management and procurement oversight.
6. Preferably capacity to use and experience with automated accounting systems.
7. Proficiency in Microsoft Office software, in particular, Excel.
8. Knowledge of the financial management requirements and policies of the Global Fund to Fight HIV, TB and Malaria will be as added advantage.
9. Proven capacity to work as part of a team and also independently within deadlines, being self-motivated and creative.