



BELIZE SOLID WASTE MANAGEMENT AUTHORITY, MINISTRY OF AGRICULTURE, FISHERIES, FORESTRY, the ENVIRONMENT and SUSTAINABLE DEVELOPMENT

FINANCIAL SPECIALIST FOR SOLID WASTE MANAGEMENT PROJECT II

A.) BACKGROUND

The Government of Belize (GoB) with funding from the Inter-American Development Bank (IDB), proposes to implement a five year project to improve solid waste management practices in the Northern and Southern Corridors (Corozal, Orange Walk, Belmopan, Dangriga, Placencia and Punta Gorda) that will support the goals of environmental protection, natural resource conservation, and protection of public health, safety and welfare. The project will also contribute to enhancing the image of Belize in the eco-tourism market and strengthen the Belize Solid Waste Management Authority (BSWaMA) as the entity responsible for improving solid waste management in the country.

Component 1 - Capital Investments to Improve Solid Waste Management: This component aims to improve municipal solid waste transport, recovery, and final disposal in the aforementioned Corridors as well as in Belmopan through the following investments: i) closure of six dumpsites, ii) construction of six transfer stations – sorting facilities iii) construction of a new cell at Mile 24 Regional Sanitary Landfill, and iv) final designs and supervision of civil works including the preparation of site-specific Environmental Assessments and Environmental and Social Management Plans.

Component 2 - Institutional Strengthening and Capacity Building: The resources allocated to this component will finance consulting services and activities to strengthen the SWaMA, including: (i) consultancies to support in the design and implementation of a cost recovery mechanism for solid waste collection, transport and disposal; (ii) external short-term consultants and training activities to strengthen knowledge in landfill and transfer station operations, composting, recycling and management of other waste streams such as hazardous waste, as well as advisory services in areas such as legal support for contracting activities and elaboration of regulatory guidelines; (iii) social communication/public education and awareness activities and materials; (iv) preparation and implementation of site-specific social inclusion plans for recyclers, and (v) consultancy for the design and implementation of an Environmental and Social Management System (ESMS) for BSWaMA.



B.) SCOPE OF WORK

The Financial Specialist shall be responsible for the overall financial and accounting management of the Solid Waste Management Project II and for the establishment and maintenance of appropriate systems of internal accounting, administrative controls and all relevant records as necessary. The Financial Specialist will also be responsible for the execution of the financial and accounting management of the Solid Waste Management Authority.

C.) GENERAL DUTIES

The Person Engaged shall manage all financial, accounting and administrative aspects of the Solid Waste Management Project II, in accordance with the terms of the SWMP II Loan Contract, the Memorandum of Understanding between the MNI and the SWaMA, agreed Project-specific accounting regulations with the IDB, the Project Procurement Plan, Project Execution Plans, Annual Operating Plans and other Project related documents.

D.) SPECIFIC RESPONSIBILITIES

The Financial Specialist shall:

- 1) Review and be familiar with all documentation relating to the Project, with particular attention to the SWMP II Loan Contract with the IDB. The **Person Engaged** shall undertake work on the Project in accordance with the Project documents.
- 2) Be responsible for financial- accounting management of the Project and shall:
 - a) Prepare annual Project budgets and monitor and report on expenditures against budget on a continuous basis;
 - b) Maintain accurate financial accounting records for the Project in line with the standard accounting principles and the financial reporting requirements of the IDB;
 - c) Maintain adequate accounting and financial controls as well as appropriate support documentation filing systems for the operations of the Project that allow for financial and accounting monitoring of the Bank's resources and the local counterpart contributions, in accordance with Bank requirements, for verification by the Bank and the external auditing firm, to include, inter alia,
 - i) Oversight of all payment vouchers, and fixed assets inventory from the various sources of Project funding;
 - ii) Oversight of the analysis of comparative quotations;
 - iii) Prepare and submit a reconciliation of the accounts for IDB funds and Government of Belize counterpart funds on a monthly basis;
 - iv) Provision of digital approval of Smart Stream vouchers; and



- v) Management of the inventory of all Project assets;
 - d) Prepare and submit to the Bank disbursement requests (with valid and sufficient supporting documentation) and corresponding justifications of expenses every two months or as necessary;
 - e) Prepare financial statements for internal Project control, external auditing and IDB/GOB supervision purposes, on a monthly, quarterly and annual basis as required and agreed between the parties. Financial reports should detail the expenditure for the previous period, problems encountered and how those were addressed and projected expenditures for the next period;
 - f) Prepare semiannual reports on the revolving fund and other financial reports as required for submission to the Bank;
 - g) Support the conduct of external audits and resolve all audit queries; and
 - h) Hand over assets/inventory and archived documents and reports to the SWaMA and the MAFFESD upon the winding up of the SWMP II or at any other juncture deemed necessary by the SWaMA and the MAFFESD.
- 3) Be responsible for the following functions:
- a) Assist the Project Director in the preparation of the annual procurement plan for Bank approval;
 - b) Issue approved contracts;
 - c) Monitor contract compliance;
 - d) Address and resolve contractor financial claims;
 - e) Address related contract adjustments;
 - f) Make authorized payments to contractors according to the terms of the contract;
 - g) Ensure proper closeout of all contracts, including evaluation of contractor performance.
- 4) In order to produce the reports required of SWaMA, the Specialist shall assist the Project Director in the following tasks:
- a) Production of semi-annual progress and final Project reports; AOPs and
 - b) Provision of post- Project recommendations to SWaMA for follow-up action.
- 5) Prepare Work Plans for each semester of the Agreement Period, with targets and deliverables. Items 2 c) (iii), 2 d) and 2 e) shall form part of the tasks of the Work Plan, in addition to: maintenance of appropriate support documentation filing system and management of the inventory of all Project assets.



D.) QUALIFICATIONS AND EXPERIENCE

The Person Engaged will have at least a Bachelor's Degree in Accounting, Finance, Business Administration, Auditing or a recognized certificate in accounting. Membership in a recognized accountancy body would be an advantage. A minimum of five (5) years of relevant proven experience in financial – accounting management is required. Knowledge and experience in financial reporting and disbursement procedures of the IDB, World Bank, or other international donor organization is preferred. The Person Engaged must have excellent computer skills and be proficient in the use of accounting software such as QuickBooks. Ability to work well on a team and fluency in English are essential.

E.) TERMS OF ENGAGEMENT

The successful candidate will be employed on a full time contractual basis. The duty station is the BSWaMA's office in Belmopan. The initial contract period shall be two (2) years, extendable by mutual agreement in accordance with prevailing Belize legislation as well as results of her/his performance appraisal.

F.) PAYMENT SCHEDULE

Negotiable based on qualification and experience.

G.) APPLICATION

Interested persons may send their application letter and Curriculum Vitae (CV), references and supporting documentation, hardcopy or by email, no later than March 8th, 2018 at 3:00 PM to:

Solid Waste Management Authority, Ministry of Agriculture

Attn: Mrs. Melanie Gladden, Procurement Officer

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