**Terms of Reference and Scope of Services**

**Reducing Health Risk Factors Project**

**Financial Specialist**

# A. Background

The Swiss Agency for Development and Cooperation (SDC) together with the World Bank, through Trust Fund, has provided financial support (grant fund) to the Federal Ministry of Health in designing and implementing effective promotion and prevention programs for reducing risk factors for number of mass non-communicable chronic diseases (hereinafter: “NCD”) for population of the Federation of BiH.

Reducing Health Risk Factors in Bosnia and Herzegovina grant project (hereinafter “the Project”) consists of two parts. The first part relates to adoption and implementation of strategies and laws on the use of tobacco in both BiH entities, and it is designed to target the entire population. The second part relates to activities concerning social mobilization, advocacy and media campaigns, interventions, and monitoring and evaluation of implemented interventions which target the population in two selected communities (Zenica and Mostar in the Federation of BiH).

In the course of fiduciary activities related to financial and accounting management it is necessary to hire a full-time financial and accounting expert.

# B. Job description

Financial Specialist is expected to:

1. Work closely with the Sector for Project Implementation, routinely reports to his/her immediate supervisor, i.e. Assistant Minister for Project Implementation on his/her work;
2. Maintain financial and accounting module (FMS.Sys), record into the bookkeeping system all transactions and costs related to project activities using a chart of accounts tailored to reflect requirements of the local legislation, develop reports in accordance with the Disbursement Guidelines for Investment Project Financing, generally monitor financial activities of the Project;
3. Take active role in the budget planning, control and reporting procedures, work together with other staff members of the Sector in procurement planning;
4. Monitor grant agreements in relation to financial rights and obligations and enacts in accordance with the provisions of the contract;
5. Operationally oversees and execute financial obligations under each contract for procurement of goods, works, and services in realization of needs of the Project;
6. Perform financial transactions – withdrawal and replenishment of funds;
7. Manage operations to effect payment of obligations incurred by the Project;
8. Take part in development of bidding documentation and evaluations to select the successful suppliers, in accordance with financial parameters for project implementation efficiency and cost effectives;
9. Set up filing system to archive financial and bookkeeping documentation;
10. Report to officials of the World Bank on implementation of financial component of the Project and its direct effects on the realization of the Project;
11. At the end of each business year prepare financial reports to be audited by external auditors;
12. Take part in development of daily, monthly, quarterly, annual reports, as well as the end-of-project report.

**C. Experience and qualifications**

* BSc in Accounting, Finance, or Business administration.
* Minimum 3 years of experience in working in the area of financial management in the World Bank projects.
* Proficiency in use of information technology.
* Proficiency in English language.
* Proficiency in working in Financial Management System (FMS.Sys).
* Additional advantage is knowledge of the health care system and prior experience in working in the area of health care.

**D. Duration of assignment**

The Consultant will be hired on full-time time basis over the course of maximum 12 months. The Consultant will be paid on the monthly basis against the report of work provided to be submitted by the Consultant.