

**ANNEX A:
TERMS OF REFERENCE AND SCOPE OF SERVICES**

ACCOUNTING OFFICER

BACKGROUND OF THE RURAL DEVELOPMENT UNIT

The Government of Grenada has established a Rural Development Unit (RDU) with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

This Unit consists of two Rural Development Projects; the Climate Smart Agricultural Enterprise Programme (SAEP) and the Basic Need Trust Fund (BNTF).

The specific objectives of the Rural Development Unit are;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitation of essential infrastructure development to support economic and social advancement.

BACKGROUND OF THE CLIMATE SMART AGRICULTURE AND RURAL ENTERPRISE PROGRAMME (SAEP):

The Government of Grenada (GOGR) in its efforts to increase productivity and the contribution of the agricultural sector to economic growth, rural poverty reduction and environmental sustainability; has embarked on a six (6)-year (2018-2024) programme, “The Climate Smart Agriculture and rural Enterprise Programme (SAEP). The Programme will be jointly financed by The Caribbean Development Bank (CDB) and the International Fund for Agricultural Development (IFAD). It will provide technical assistance and financial support to male and female farmers and entrepreneurs in poor rural communities in Grenada with a view to increasing their ability to own and operate businesses and/or take advantage of employment opportunities. It will also promote farmer adoption of new technologies and practices to build resilience to Climate Change and Climate Variability.

The GOGR has also indicated that it intends to improve rural incomes and farmer resilience, through the promotion of Climate Smart Agriculture (CSA) practices and technologies. In this regard, GOGR has recognised the need to address deficiencies in the country’s farm access road network to build its resilience to CC related events and improve the ability of producers to access productive lands and markets. Increasing small-holder farmers’ access to the island’s relatively lucrative hospitality sector will require investment in irrigation infrastructure and systems to

enable farmers to cater to the peak demand from the hospitality sector which coincides with the dry season. Complementing these investments with parallel investment in; (a) stakeholder capacity building and training; and (b) measures to improve access to credit and business support services, will also be essential to ensuring maximum impact and sustainability of interventions. These interventions are deemed necessary for addressing persistent issues of poverty and un/under employment in rural parishes in Grenada.

The Programme became operational in April of 2018 and will be executed over a six year period, April 1st, 2018 to March 31st, 2024.

Qualification and Experience:

- An Associate degree in Accounting or business administration or professional qualification in accounting or financial management.
- At least three years of proven experience in accounting, audit, or financial management, including bookkeeping functions, records management and the preparation of transactional supporting documentation and financial reports.
- A minimum of two (2) years' experience with IFAD, WB or CDB financed projects and a solid understanding of GOG accounting practices and systems would be an asset;
- A minimum of two (2) years of experience with the use of QuickBooks, MS Excel or other accounting software;

Desirable Skills and Personal Qualities:

- Written and oral communication skills in English, to deliver technical, financial documents, and reports.
- A minimum of two (2) years working in rural development projects, particularly involving rural organizations and groups.
- Knowledge and competency in accounting principles;
- Sound interpersonal skills;
- The ability to operate effectively in a team and contributing positively to working relationships; The willingness to work outside of formal working hours and days;

GENERAL SCOPE OF SERVICES:

The Accounting Officer will assist the Finance Manager in all financial management, disbursement, accounting and audit related activities of the Rural Development Unit, in strict compliance with the requirements of the Loan Agreements between the Government of Grenada , IFAD and CDB ;the programme operation manual (POM) and appropriate financial management best practices and international accounting standards. He/she will provide all possible support to the Finance Manager.

MAIN RESPONSIBILITIES / SPECIFIC SCOPE OF SERVICES:

Under the direct supervision of the Finance Manager; specific duties include:

- Assist the Finance Manager in the implementation of a sound financial management system.
- Prepare financial reports, including monthly funds reconciliation, and monthly, quarterly, semi-annual and annual financial statements;
- Prepare transaction vouchers, and input all transactions into the PMU accounting system after submission for approval;
- Verify, prior to the preparation of disbursement requests, that payment vouchers made with project funds are duly registered in QuickBooks and confirm that they have been effectively paid.
- Provide support to the Project in the processing and management of the revolving fund.
- Process all payments, ensuring that the PMU procedures are strictly adhered to;
- Process monthly payroll, payment of salaries to staff and project contributions;
- Assist the Finance Manager in the preparation of withdrawal applications;
- Assist in the preparation of Cash Flow forecasts as required;
- Monitor financial returns from Implementing Partners, including periodic visits to their offices;
- Assist in the preparation and monitoring of annual operational budgets;
- Maintenance of a well-organized and up-to-date filing system for accounting and financial records as well as a Non – Current Asset Register tagging system;
- Perform physical inventory of project assets each year;
- Assist the Finance Manager in the preparation and update) of the accounting manual of the PMU;
- Submit monthly bank reconciliations statements for Project Accounts to the Accountant General’s Department for the maintenance of the Government’s accounting records and General Ledger;
- Provide assistance to the external auditors as required;
- Prepare weekly work plans as directed by the Finance Manager.
- Undertake any other activities assigned by PMU management.

ACCOUNTABILITY

The Accounting Officer will be responsible to the Finance Manager for the proper performance of his/her duties.

CONTRACT DURATION

The contract duration will be for a period of two (2) years, subject to renewal based on a satisfactory performance evaluation.