

TERMS OF REFERENCE

CONSULTANCY TO PROVIDE PROJECT ACCOUNTING SUPPORT TO MINISTRY OF JUSTICE REFORM PROJECTS

I. BACKGROUND

The Government of Jamaica (GOJ) has made justice sector reform a national priority and has, on many occasions, emphasized the importance of reforming the country's justice system. Both the *Medium-Term Socio-Economic Policy Framework (MTSEPF) 2009-2012* and the *Public Service Modernization Vision and Strategy 2002-2012* identify priority objectives related to governance issues including justice reform. At a sector level, the *Jamaica Justice System Reform Policy Agenda Framework (2009-2013)* identifies costed priorities for reforming justice sector institutions and policies. Another development initiative, managed from the Office of the Prime Minister and called the Public Sector Transformation Programme, aims to support the modernization of several Ministries, Departments and Agencies, including the Ministry of Justice. Transformation of the justice sector is a critical component in the thrust towards Jamaica achieving its broader governance objectives outlined in Jamaica's *Vision 2030*, the long-term strategic framework aimed at bringing Jamaica to developed-country status over the next two (2) decades.

It is within this context that the Ministry of Justice, through partnership with Global Affairs Canada (GAC), (formerly the Department of Foreign Affairs Trade & Development) has embarked on a programme to transform the Jamaican justice sector. The Programme's Intermediate Outcome is "Improved Operational Efficiency and Participation in the Implementation of Justice Reform and Policy Measures". Contributing to this are the following three (3) Immediate Outcomes:

1. Improved service delivery and management capacity of justice sector institutions - The JUST Programme will provide technical assistance to key justice institutions, with the intent of strengthening the capacity of these institutions to sustain the effective management and ongoing development of the sector. Through the JUST interventions, which will include costed strategic plans and piloted changes in operational practices, the GOJ's management practices, work processes and human resources will be enhanced.

2. Improved capacity of Ministries, Departments and Agencies to develop legislation - The JUST Programme will seek to streamline and improve the legislative drafting process. The Programme will work to strengthen the organization and operations of the Office of the Parliamentary Counsel, which has responsibility for drafting Jamaica’s statutes and other legal instruments. On the input side, policy makers across the GOJ will be brought together to produce templates and guidelines for developing and revising legislative policies and producing drafting instructions. With more consistently detailed drafting instructions, the workflow of legislative drafters will be streamlined away from the iteration of legislative policy and towards a more targeted focus on the drafting process. By introducing drafting tools, templates and capacity-building initiatives, legislative drafters will be better able to consistently produce top-quality statutes and other legal instruments in a timely manner.
3. Improved capacity of communities and civil society organisations to participate in justice reform and promote public order – An effective way to sustain a national commitment to the ongoing improvement of justice sector institutions and policies, is the integration of civil society as active participants in discussions about justice and security policy. The JUST Programme will therefore work with non-government and civil society organisations, including the Jamaican Bar Association, to monitor, analyse and impact justice reform policy.

This consultancy is directly related to the fulfilment of the following Immediate Outcome:

- Increased equitable access by women, men and youth to legal information, legal advice and support services, which is directly related to the achievement of the first ***Intermediate Outcome: “Increased Capacity of Justice Sector Institutions to Manage and Implement Their Core Business”***. It is expected that this consultancy will aid the Justice Sector to provide high quality gendered service delivery to its clients in the immediate to medium term.

II. OBJECTIVES

The Project Accounting Specialist is responsible for the financial management functions of all projects being managed and implemented by the Ministry of Justice (MoJ), ensuring effective management of financial resources, controlled expenditure and prudent cash management in accordance with generally accepted accounting standards, Government of Jamaica Accounting policies and guidelines and funding agency regulations/requirements.

IV. KEY OUTPUTS

- Accounting System for the Project maintained
- Quarterly and Annual Financial Reports for GOP and IDP
- Budget estimates/allocations for Project activities
- Certified Bank reconciliation statements for projects
- Prompt settlement of payables to the Project's suppliers and contractors
- Certified monthly and special financial statements and reports
- Manage Project expenditures

V. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibility Areas

- Maintains the accounting system for the Project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds.
- Prepares yearly financial statements for the project, in the prescribed formats, for submission to the Auditor General's Department and the Donor agency, as required by the grant agreement.
- Reviews and checks withdrawal applications prepared for draw down of funds from IDPs.
- Reviews and verifies accuracy of information on payment vouchers for signing of cheques.
- Prepares payment vouchers, verifies and ensures the availability of funds before cheques are written for all Projects.
- Reviews accuracy of payment vouchers and cheques.
- Manages Project expenditures, ensuring full compliance with project rules and procedures as per the Project Operational Manual, IBRD/ International Development Association (IDA) Project Guidelines.
- Compiles the annual budget.
- Prepares monthly/quarterly reports for donor Agencies.

- Reviews, verifies and certifies monthly and special financial statements and reports, including expenditure reports and reconciliation statements.
- Reviews receivables and payables and ensures prompt settlement of payables to the Project's suppliers and contractors.
- Reconciles the bank accounts on a monthly basis.
- Monitors closely the work of the team involved in the maintenance of the Cashbook.
- Advises and makes recommendations on project financial matters
- Provides financial information to the relevant senior managers for project(s) evaluation
- Analyzes and provides written explanation for variation between budgetary allocation and expenditure
- Manages the approved budget
- Prepares audit schedules
- Coordinates the annual audits
- Prepares and submits monthly/ quarterly/annual cash requirements to inform the warrant preparation to the Ministry of Finance
- Participates in the preparation of the Annual Returns
- Oversees the maintenance and security of project financial records
- Prepares response to audit queries
- Manages the bank account(s); including the opening and closing of accounts
- Authorises and signs financial statements
- Authorises manual and system payment vouchers
- Participates in the preparation of Project Profiles for submission to donor agencies
- Documents standard operating procedures
- Prepares and submits monthly/quarterly/annual cash flow to the Donor Partner
- Attends Project review meetings with donor agencies and Implementing Agencies.
- Liaises with the Accountant General during the preparation of the Annual Financial Statements.
- Reports and liaises with the accountants and financial analysts of the Ministry of Justice;
- Liaises with Implementing Agencies.
- Prepares interim unaudited reports
- Responds to customer queries on matters relating to the areas of responsibility
- Prepares quarterly status reports for Implementing Agencies and Government of Jamaica.
- Recommend and implement agreed process improvements
- Performs any other duties

Performance standards

- Accounting System for projects maintained according to required standards
- Quarterly financial reports for GOJ and IDP prepared within agreed timeframe
- Budget estimates/allocations for project activities prepared in accordance with GOJ standards and within agreed timeframe
- Monthly/quarterly reports for donor agencies prepared within agreed timeframe
- Bank reconciliation statements for projects certified and accurate
- Settlement of payables to Project suppliers and contractors promptly made
- Project expenditures managed in accordance with GOJ rules and regulations

Required Knowledge/Skills/Competencies

- Knowledge of computerized accounting system such as, AccPac/financial systems and the development of accounting reporting tools;
- Knowledge of the Financial Administration and Audit Act and Financial Regulations;
- Knowledge of basic principles and procedures for Procurement and Selection of Consultants;
- Knowledge of Financial Reporting for major donors;
- Knowledge of International Accounting and Auditing Standards;
- Knowledge of Planning and Forecasting;
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Ability to use initiative;
- Excellent time management skills
- Ability to work in a team
- Ability to work well with others under deadline situations and respond to changes in priorities
- Strong organisational skills
- Employ problem solving skills
- Excellent research and analytical skills
- Proficient in the use of relevant computer applications

V. MINIMUM QUALIFICATION AND EXPERIENCE

- A Bachelor's Degree in Accounting or Management Studies with accounting from a recognized University;
- ACCA Level 2; or
- A.Sc. Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Minimum of five (5) years professional accounting experience;
- Direct experience of working with donor-funded projects.
- Excellent knowledge of the Financial Administration and Audit Act and other Regulations
- Excellent knowledge of circulars issued by the Ministry of Finance and Planning and other procedures governing the Public Sector

Special Conditions Associated with the Job

- May be required to work beyond normal working hours

EXPECTED DURATION OF ASSIGNMENT

This consultancy is not expected to exceed 2 years.

VII. REPORTING REQUIREMENTS

The Consultant will report directly to:
The Principal Finance Officer
The Ministry of Justice
61 Constant Spring Road,
Kingston 10

VIII. PAYMENT SCHEDULE

Payment will be made using a monthly salary system under a Contract of Service.

Emolument Package: **Basic Salary** – *To be provided by the Human Resources and Administration Division in accordance with GoJ Emolument Guidelines*