**Finance and Administration Officer (30 person-months, National)**

A. Background

The Climate Resilient Energy & Water Sector (CREWS) Project is a transformative initiative designed to modernize and enhance the energy infrastructure across the Federated States of Micronesia (FSM), focusing on sustainability and environmental integrity. This renewable energy project, in partnership with international development institutions, requires robust environmental safeguards to ensure compliance with local and international standards and to promote environmental sustainability during project implementation, especially in the diverse island context of Chuuk State.

B. Objectives

The Finance and Administration Officer will contribute to robust financial management and administration for the CREWS project, ensuring adherence to best practices in financial reporting, auditing, and donor coordination. The officer will facilitate efficient financial operations of the PMU, maintaining transparency and accountability in all project’s financial activities.

C. Scope of Work

The Finance and Administration Officer will perform the following duties:

1. Financial Systems Development and Monitoring:

* 1. Assist the PMU in designing and implementing effective financial systems following best practices for payment and expenditure management.
  2. Conduct regular analyses to enhance efficiency and compliance with financial protocols.

2. Contract and Payment Management:

1. Support financial management of project contracts, ensuring adherence to payment terms, monitoring purchase orders, and processing variation orders where necessary.
2. Coordinate with relevant departments to ensure timely execution of contract-related financial transactions.

3. Accounting and Record-Keeping:

1. Maintain budgetary oversight and separate accounting records for each ADB-funded project, ensuring accuracy and contemporaneous updates.
2. Record all financial transactions promptly and ensure all expenditures are fully documented.

4. Compliance and Reporting:

1. Prepare monthly bank reconciliation statements for all ADB projects.
2. Produce annual project financial statements in compliance with US GAAP and the local governmental accounting procedures for submission to the Department of Finance and Administration (DOFA) within the stipulated timeline.

5. Audit and Financial Review:

1. Assist with the external audit process for all project financial statements, ensuring timely initiation and active facilitation until completion.
2. Coordinate the preparation of working papers for audit observations, organizing meetings to resolve issues in accordance with applicable legal and procedural norms.

6. Communication and Liaison:

1. Oversee correspondence related to financial management, maintaining effective communication with DOFA, DORD, the FSM treasury office, and other relevant stakeholders to ensure seamless project execution.
2. Keep DOFA regularly updated about the financial management status and fund allocation insights.

7. Miscellaneous Duties:

1. Perform additional tasks related to financial and administrative management as assigned, ensuring alignment with responsive fiscal stewardship and administrative practices.

D. Qualifications and Experience:

1. Bachelor's degree or higher in Accounting, Finance, or a related field.
2. Minimum five years of relevant experience in accounting and financial management, preferably within donor-funded projects.
3. Proficiency in the consolidation of accounts and support for audits.
4. Experience with the development and implementation of financial management action plans.
5. Familiarity with US GAAP and government accounting procedures.
6. Strong organizational and communication skills for effective coordination and reporting.

E. Deliverables and Reporting:

1. Financial Management System Implementation: Develop and implement a comprehensive financial management system for the CREWS project. Due within the first three months.
2. Monthly Financial Reports: Prepare and submit detailed financial reports, including bank reconciliation statements and transaction summaries, by the 10th of each subsequent month.
3. Annual Financial Statements: Deliver the project's annual financial statements, prepared in accordance with US GAAP, to DOFA within one month of the financial year-end.
4. Audit Coordination and Findings Resolution: Facilitate the completion of the external audit, addressing and resolving audit observations, with documentation submitted within one-month post-audit.
5. Budget Tracking and Variances: Maintain up-to-date budget tracking mechanisms and report on any variances monthly, with actionable insights and recommendations.
6. Contract Financial Compliance Reports: Monitor and report on financial compliance related to project contracts, including documentation of payments and changes, submitted quarterly.
7. Stakeholder Liaison Reports: Compile and distribute bi-monthly reports on financial management correspondence and liaison activities with stakeholders such as DOFA, DORD, treasury office, and others.
8. Reporting:
   1. The Finance and Administration Officer will report directly to the Project Director of the PMU.
   2. Weekly Updates: Provide concise updates summarizing progress, challenges, and priorities regarding financial tasks and objectives during the PMU weekly meeting.
   3. Monthly Review Meetings: Participate in structured review meetings with the PMU to discuss detailed financial strategies, alignment with the project financial management action plan, and coordination with other departments/projects.
   4. Quarterly Performance Evaluation: Conduct in-depth performance evaluations to review the progress against deliverables, adapt strategies based on ongoing assessments, and propose adjustments for future tasks.

F. Duration and Location

The expert position is for 30 person-months, focusing on Chuuk State with potential scalability to include other FSM states.

G. Application Process

Interested candidates should submit their CV, cover letter, and references demonstrating relevant experience and qualifications addressed to Leola Primo, Program Manager, Energy & Water Division, Development of Resources and Development (DoRD), Palikir, FSM. Email: [crews@gov.fm](mailto:crews@gov.fm) and to the Asian Development Bank (ADB), Energy Sector Office, Jeffrey Almer at [jalmera@adb.org](mailto:jalmera@adb.org)

Open until August 18, 2025