**JOB DESCRIPTION**

1. **INTRODUCTION**

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| 1. Contract number: MOH-16
 | 1. Project implementer

Ministry of Justice and Home Affairs  |
| 1. Project name:

“Modernization of National Central Archives in Mongolia” | * 1. Vacancy: 1

 Financial Specialist  |
| 1. Title of position holder having direct supervision over the position:

Project Coordinator  |

1. **ROLES**

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| 1. Purpose of the position:
 | The financial specialist will work under the supervision of the project coordinator and will oversee the organization and implementation of the project's financial activities. |
| 1. Main objectives of the position:
 | 1. Plan and implement project financial activities during the term of project and provide project financial information.
2. Accurately record project financial activities in accordance with International Accounting Standards and relevant regulations, report in a timely manner, and prepare relevant reports.
3. Ensure transparency of reports, records and asset management of project implementing units, and manage and implement an efficient system.
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| 1. Main roles of the position:
 | Duration, schedule | Performance indicator  |
| Job responsibilities related to the 1st objective:  |
| * 1. Ministry Justice and Home affairs, in consultation with the General Authority for Archives of Mongolia, shall identify and select an accounting and financial management system program that meets the requirements of the Ministry of Justice and Home Affairs.
 | During the term of project implementationEvery occasion  | Use an efficient financial and accounting system;The project financial plan has been fully implemented on time;There should be no inconsistencies in the assessment of the project expenditures;Project coordinators and participants of relevant organizations are fully provided with information;Funding for PIU operations is timely;Disbursement of project special account funds should be free of violations;Disbursement of project sub-accounts should be free of violations; |
| * 1. Prepare preliminary budget expenditure estimates based on detailed medium-term, annual and quarterly project and action plans with relevant employee of PIU, develop financial plans, discuss and approve them by the Project Steering Committee, and implement financial plans.
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| * 1. Develop proposals on financing from foreign and domestic sources in accordance with contracts and negotiations and submit them for inclusion in the budget portfolio of the relevant General Budget Governor within the set timeframe;
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| * 1. Regularly provide financial regulators with financial information related to the overall process of quarterly and annual projects, and provide timely and prompt financial information at the request of the Ministry of Finance, the Ministry of Justice and Home Affairs and the relevant General Budget Governor.
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| * 1. Implement all activities related to project finance at the request of the Ministry of Justice and Home Affairs
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| * 1. The PIU’s operating cost performance shall be prepared and financed on a monthly basis in accordance with the “Project Operational Performance Model” approved by the Cabinet Member in Charge of Foreign Assistance.
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| * 1. Organize timely disbursement of project special account funds through the Ministry of Finance in accordance with relevant regulations of the Government of Mongolia and ADB, conduct financial transactions and prepare financial statements;
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| * 1. Support and manage the Project sub-account, sign the 2nd signature for the Project Coordinator, and be responsible for the account operation
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| Job responsibilities related to the 2nd objective: |  |
| 1. Monitor project cost status, review all payment documents, invoices, supporting documents in accordance with approved plans and budgets, prepare all payment requests based on controls, promptly organize payments, and keep financial records and reports accurate in accordance with relevant rules, regulations, and instructions. Maintain, consolidate, and verify payments, and keep accurate records and reports;
 | During the term of project implementationEvery ocassion  | Settlements and charges shall be organized and transferred in a timely manner;Relevant and timely reporting of relevant financial statements |
| 1. Unless otherwise provided in the contract, taxes and fees shall be deducted from the procurement of goods and services in the amount specified by law and transferred to the relevant tax authority.
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| 1. Transfer personal income tax and social insurance deduction of project coordinators and other employees to the relevant tax and social insurance authorities on a monthly basis in accordance with the law, and submit and archive PIT, VAT and social security reports on time.
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| 1. Report consolidated financial statements and record all related expenses in accordance with the financing schedule.
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| 1. Accurately report project activities, finances, budget execution and account information in a timely manner in accordance with the Glass Account Law
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| 1. Regularly register and report information on project financing, customs tax exemptions and reductions for goods, materials and equipment supplied under the project
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| 1. Quarterly budget execution, financial statements and account information of projects and activities shall be submitted to the general budget governors of the project implementing organization by the 15th of the first month of the following quarter, and annual budget execution and financial reports shall be submitted to the state audit organization by January 25 of the following year. The financial statements shall be submitted to the general budget governors of the project implementing organization by February 25.
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| Job responsibilities related to the 3rd objective: |
| 1. Establish and maintain a systematic scheme for the timely registration of project activities such as PIU assets, financial management, procurement, consulting, and contract coordination. These documents will be used for future reporting to the IAAC and audit of file assets;
2. Keep all documentation, financial information, and related documents in a safe place in accordance with applicable regulations and ready for ADB and government audits;
3. The Ministry of Justice and Home Affairs will assist in the preparation of the annual audit and participate in all types of audits.
4. Prepare financial statements for internal and external audits in a timely manner and take prompt action to eliminate discrepancies identified by the audit.
5. Submit the annual external audit report to the relevant organization within the first half of the following year together with the audit report and conclusion
6. Submit to the archives the annual audited financial statements of the project and all documents related to the project implementation
7. Assets generated within the framework of projects and activities shall be registered in the fixed assets of the project implementing organization
8. Transfer the fixed assets created as a result of the project to the project implementing organization after the completion of the project implementation or, if necessary, during the project implementation period in accordance with the relevant procedures
 | During the term of project implementationEvery ocassion | Results and evaluation, inspections of relevant organizations and audit offices |
| Explanation: Duration and schedule of works shall be defined under the annual operation plan. |

**C.REQUIREMENTS**

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| 1.Requirements for the position | 1.1General requirements | Indication | Critical requirement | Necessary |
| Education | Bachelor’s degree and higher |
| Profession | -Bachelor’s degree or higher degree in accounting, finance, public finance management and other relevant fields. | Profession  |
| Experience  | * No less than three years of experience as project accounting and financial management;
* Similar work experience in financial management in international organization’s
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| Skills | * Ability to plan, implement, evaluate and monitor projects
* Problem solving and discussion skills;
* Strong communication skills;
* Team work skills;
* High level of written (formal documentation) and spoken English and Mongolian language skills
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|  | 1.2.Special requirements | Knowledge of legislation on archives and official record keeping and legal documents and standards; ability to keep official records and document drafting skills  |  |