

TERMS OF REFERENCE

PMU Economist / Financial Controller

Tasks and responsibilities:

1. Is subordinated and reports to the Financial Manager (FM) and consequently to the PMU Manager.

2. The Economist/Financial Controller has the following tasks and responsibilities:

- Assists the FM in the preparation and implementation of budget plans;
- Assists the FM in implementing the financial management system, in accordance with the procedures of the World Bank (WB);
- Assists the FM in preparing all financial reports and other reports that the World Bank and the Government of Romania may request;
- Ensures the performance of own preventive financial controls within the Project Management Unit (PMU), for all financial activities, as per the decision of the PMU Manager;
- Obtains the delegated financial control visas from the person who is assigned by the Ministry of Public Finance, for all financial documents that are prepared under the Project;
- Ensures the financial management, the control of eligibility, the justification and acquirement of the approvals that are necessary to reimburse the operational costs of territorial implementation units (basin water directorates – Rom. Direcțiile de Apă bazinale);
- Ensures an efficient financial flow within the Project and keeps a permanent connection with beneficiaries and project implementation institutions;
- Takes part in the preparation of the Project Implementation Plans, as a part of the general budget thereof.

3. Scope of relationships:

a) Hierarchical: Reports to the PMU Manager and to the FM;

b) Functional relationships: cooperates with all other PMU members;

c) Cooperation relationships:

- with the World Bank Project Coordinator, as well as with WB specialists, in matters regarding financial management problems and withdrawals;
- With the staff of the Economic and Financial Directorate of the Ministry of Environment and Climate Change, in accounting and reporting matters, subject to the prior notification of the FM;
- With accountants of other projects that are funded by the World Bank;
- With staff of the commercial bank where the Project has its accounts;
- With staff of the Treasury where the Project has its accounts;

d) Representation relationships: according to the mandate which is entrusted by the PMU Manager or the FM.

Minimum qualifications requested:

- University degree in economics;
- At least 3 years of experience in the field of public finance;
- Practical experience in project implementation is a plus.
- Sound knowledge of national legislation which is applicable in the financial, accounting and budget fields;
- Practical experience in the budgeting process, procurement and contracting procedures;
- Practical experience in internal and external preventive financial control procedures;
- Basic knowledge of WB procedures and financial requirements; experience in working with WB is a plus.
- Relevant experience in producing financial reports to a large number of institutions;
- Advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel, Access, Outlook, Power Point;
- Ability to work in a team;
- Good capacity to communicate with people from different backgrounds and positions, as well as with local and national authorities;
- Must write/speak/read good English.