



**TERMS OF REFERENCE**  
**TOURISM HEALTH MONITORING & RESPONSE SYSTEM (THMRS)**  
**PHASE II**

**ACCOUNTING/PROCUREMENT OFFICER (A0):** Duration: 2 years

This position is responsible for carrying out all procurement, financial, accounting and relevant reporting activities of the THMRS in accordance with the IDB's and CARPHA's procurement and financial rules and regulations. Work involves specialized procurement, financial and accounting tasks, including monitoring budget allotments, assigning accounting codes, recording and reconciling financial transactions and preparation of reports. Incumbent must be able to effectively apply the IDB and CARPHA's financial and procurement rules and regulations to day-to-day operations and maintain appropriate accounting controls and practices.

**The specific responsibilities of the Accounting/Procurement Officer will include but are not limited to:**

- Establishing, implementing and maintaining the accounting and internal control system for the financial administration of Project, in accordance with generally accepted accounting principles and IDB's and CARPHA's policies and procedures
- Executes all procurement plans, activities and reports for the Project
- Preparing procurement, financial and implementation reports on the status of grant and counterpart resources, including monthly and quarterly progress reports, Project budget, financial plans, disbursement Projections and reports on the status of advance of funds
- Prepares all Project Disbursements and Advance of Funds request
- Conducting periodic financial analysis to identify and resolve issues, gaps or variances
- Ensuring all expenses are within the assigned Project budget
- Prepares Project activities budgets
- Preparing and following up on all payments, disbursement requests in accordance with component activities and the financial plan
- Maintaining updated financial statements and audit reports to support disbursement requests
- Preparing the justification to access counterpart funding when required for Project execution
- Maintaining an adequate filing system for the financial administration of Project resources
- Ensuring data integrity in all financial reporting
- Performing finance analysis, reporting and management tasks
- Identifying and resolving invoicing issues, accounting discrepancies and other financial issues
- Compilation and sourcing of all updated reporting requirements from IDB and CARPHA
- Updates Project operations manual

- Collation of no objection request, ticket stubs, travel reports by each travel activity
- Printing and collation of Project materials
- Performs other related duties as assigned.

**Qualifications:**

Pursing professional accounting qualifications such as CPA, ACCA. OR A bachelor's degree in a relevant field.

**Experience:**

At least 3-5 years' experience in project accounting including experience in automated systems for financial and budgetary control. Familiarity in a procurement environment an asset.