

BARBADOS WATER AUTHORITY

VACANCY



FINANCIAL SPECIALIST – SOUTH COAST WATER RECLAMATION PROJECT (SCWRP)

The Barbados Water Authority (BWA) is seeking to fill the vacant position of **Financial Specialist – SCWRP**.

SCOPE

The Financial Specialist will report to the Project Coordinator (PC) for the Project. He / she will be responsible for financial support on all aspects of implementation of the Project. The Financial Specialist shall be assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Financial Specialist duties will include but not be limited to monitoring the financial aspects of the project.

DUTIES AND RESPONSIBILITIES

Provides overall financial support to the PEU. In particular:

- Leading the overall financial management responsibilities of the Program and, in particular, with respect to budget administration, disbursement processing, accounting, and financial reporting.
- Ensuring the appropriate implementation and operation of the integrated financial management platform under the guidelines of the Project Management Office, BWA Finance Department and, when applicable, Ministry of Finance, Economic Affairs and Investment (MFEI), to record all financial transactions of the Program, along with an integrated application of financial reporting purposes.
- Ensuring that Program activities are executed in accordance with the norms and procedures contained in the Program Operations Manual (POM) and, thereby, with applicable government regulations, as well as IADB financial regulations and requirements.
- Ensuring the presence of the necessary control environment for effective and transparent financial management and reporting, and the preparation and delivery of the Program's financial reports as directed by BWA, Project Management Office, Finance Department, the IADB, Project Coordinator, MFEI, and external government agencies including the Office of the Auditor General (OAG) and others, as applicable.
- Manage the external audit processes and ensuring that the Audited Financial Statements, (AFS) are delivered in a timely manner, as contractually required.
- Providing for the effective segregation of authority between the internal structure of the PEU, BWA, Project Management Office (finance section), and Finance Department, as applicable, under strict internal control guidelines.
- Supporting external institutions including OAG, MFEI, and other authorities of the government, relating to financial management, internal control, and external audit matters of the Program, in coordination with the Project Coordinator of the PEU and Project Management Office.
- Supporting the Project Coordinator in the overall monitoring activities to ensure that Program's investment, administrative, evaluation, and audit activities meet the stipulated Program accountability requirements, with the presence of a solid and effective integrated financial management and asset allocation environment, supported by the necessary internal controls.
- Coordinating meetings, seminars, and training programs related to the financial aspects of the project.
- Any other duties as assigned by the Project Coordinator or his/her designate.

QUALIFICATIONS

Prospective candidates should a minimum of the following qualifications:

- A Degree in Accounting or a Professional Accounting Designation and a minimum of eight (8) years' experience working in an accounting/finance environment.
or
- Completion of a professional accounting certification from a recognized body such as ACCA/CGA/CPA/CMA program or the equivalent level of an internationally recognized or accredited professional qualification in accounting with a minimum of five years relevant experience.
- Experience with the accounting and reporting mechanisms for donor funded organizations would be considered an asset.

KNOWLEDGE AND SKILLS

- Excellent oral and written skills
- Strong organizational and time management skills
- Effective decision-making skills
- Must Maintain strict confidentiality in the execution of duties
- Computer literacy (working knowledge of all Microsoft Office products) and good familiarity with typical accounting software products;
- Ability to analyze and make sound recommendations on complex financial data and operations;
- Ability to plan and evaluate financial programs and make sound recommendations for improvement;
- Experience with the implementation of financial procedures and controls;
- Ability and experience with performing complicated mathematical calculations and analyses;
- Ability and experience with preparation of clear, concise and comprehensive financial statements, reports and written materials;
- Ability to exercise sound independent judgment within general policy guidelines;
- Ability to establish and maintain effective working relationships with staff and outside auditors; maintain a high level of confidentiality.

SALARY AND ALLOWANCES

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to HR@bwa.gov.bb or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine,
St Michael

The closing date for receipt of application is **January 27, 2025**.

Unsuitable applications will not be acknowledged and only shortlisted candidates will be contacted.

INTER-AMERICAN DEVELOPMENT BANK and the GOVERNMENT OF BARBADOS

**BARBADOS CLIMATE RESILIENT SOUTH COAST WATER RECLAMATION
PROJECT
(BA-L1063)**

**TERMS OF REFERENCE FOR PROGRAM EXECUTION UNIT (PEU)
CONSULTANTS**

Financial Specialist

1. *The Project*

The Government of Barbados has entered into Loan and Grant agreements with the InterAmerican Development Bank (IADB) and the Green Climate Fund (GCF) for the Barbados Climate Resilient South Coast Water Reclamation Project (the Project) to be executed by the Barbados Water Authority (BWA).

The Barbados Water Authority (BWA) is a statutory body which commenced operations on April 1st, 1981. The Barbados Water Authority assesses, controls, protects and monitors water resources. The Authority is responsible for supplying potable water and the provision of wastewater treatment and disposal services. Barbados is rated as the fifteen (15th) water-scarce country in the world and as such the role of the Barbados Water Authority is crucial to the wellbeing of Barbadian citizens and tourists alike.

The Barbados Water Authority is currently engaged in a number of major water and wastewater projects being implemented concurrently. For all projects the BWA manages the components and contracts of the projects along with the conditions for each loan. This is therefore a large undertaking for the Barbados Water Authority.

The general objective of the Project is to enhance Barbados' water supply resilience and reliability with a focus on climate action, environmental sustainability, and food security.

The specific objectives are to:

- (i) diversify Barbados's water supply sources and reduce water insecurity through the reuse of reclaimed wastewater; and
- (ii) strengthen key sector institutions on water resource management, operational efficiency, monitoring, and gender mainstreaming.

The main project components include (the "Program"):

1. Construction of a new South Coast Water Reclamation and Reuse facility.
2. Construction of a reclaimed water pipeline for aquifer recharge and agricultural irrigation.
3. Development of a monitoring and restoration plan for the Graeme Hall Swamp.
4. Construction of a 7 MW Solar Photovoltaic Plant with Battery Energy Storage System.

The BWA is therefore seeking to contract a suitable qualified and experienced person to provide financial services for the Project.

2. *Organizational unit responsible for consultancy*

The Project Management Office (PMO) of the BWA is responsible for developing, executing and monitoring a number of projects for the BWA and ensuring that the conditions of the loan or grant agreements are met. The PMO also provides technical and administrative support to the projects it is implementing.

3. *Scope*

The Financial Specialist will report to the Project Coordinator (PC) for the Project. He / she will be responsible for financial support on all aspects of implementation of the Project. The Financial Specialist shall be assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Financial Specialist duties will include but not be limited to monitoring the financial

aspects of the project.

4. Responsibilities. Responsible for providing overall financial management to the PEU. In particular:

- (a) Leading the overall financial management responsibilities of the Program and, in particular, with respect to budget administration, disbursement processing, accounting, and financial reporting.
- (b) Ensuring the appropriate implementation and operation of the integrated financial management platform under the guidelines of the Project Management Office, BWA Finance Department and, when applicable, Ministry of Finance, Economic Affairs and Investment (MFEI), to record all financial transactions of the Program, along with an integrated application of financial reporting purposes.
- (c) Ensuring that Program activities are executed in accordance with the norms and procedures contained in the Program Operations Manual (POM) and, thereby, with applicable government regulations, as well as IADB financial regulations and requirements.
- (d) Ensuring the presence of the necessary control environment for effective and transparent financial management and reporting, and the preparation and delivery of the Program's financial reports as directed by BWA, Project Management Office, Finance Department, the IADB, Project Coordinator, MFEI, and external government agencies including the Office of the Auditor General (OAG) and others, as applicable.
- (e) Manage the external audit processes and ensuring that the Audited Financial Statements, (AFS) are delivered in a timely manner, as contractually required.
- (f) Providing for the effective segregation of authority between the internal structure of the PEU, BWA, Project Management Office (finance section), and Finance Department, as applicable, under strict internal control guidelines.
- (g) Supporting external institutions including OAG, MFEI, and other authorities of the government, relating to financial management, internal control, and external audit matters of the Program, in coordination with the Project Coordinator of the PEU and Project Management Office.
- (h) Supporting the Project Coordinator in the overall monitoring activities to ensure that Program's investment, administrative, evaluation, and audit activities meet the stipulated Program accountability requirements, with the presence of a solid and effective integrated financial management and asset allocation environment, supported by the necessary internal controls.
- (i) Coordinating meetings, seminars, and training programs related to the financial aspects of the project.

5. Reporting line
Reports to the Project Coordinator.

6. Qualifications
Prospective candidates should a minimum of the following qualifications:

- (a) A Degree in Accounting or a Professional Accounting Designation and a minimum of eight (8) years' experience working in an accounting/finance environment.
- or
- (b) Completion of a professional accounting certification from a recognised body such as ACCA/CGA/CPA/CMA program or the equivalent level of an internationally recognized or accredited professional qualification in accounting with a minimum of five years relevant experience.
 - (c) Experience with the accounting and reporting mechanisms for donor funded organizations would be considered an asset.

7. Knowledge and Skills:

- a) Excellent oral and written skills.
- b) Strong organizational and time management skills.
- c) Effective decision-making skills.
- d) Must maintain strict confidentiality in the execution of duties.
- e) Computer literacy (working knowledge of all Microsoft Office products) and good familiarity with typical accounting software products.
- f) Ability to analyze and make sound recommendations on complex financial data and operations.
- g) Ability to plan and evaluate financial programs and make sound recommendations for improvement.
- h) Experience with the implementation of financial procedures and controls.
- i) Ability and experience with performing complicated mathematical calculations and analyses.
- j) Ability and experience with preparation of clear, concise and comprehensive financial statements, reports and written materials.
- k) Ability to exercise sound independent judgment within general policy guidelines.
- l) Ability to establish and maintain effective working relationships with staff and outside auditors; maintain a high level of confidentiality.

8. Characteristics of the Consultancy

Type of Consultancy: Individual Consultancy Service

Duration: To participate in the project for a period of 2 years, with possibility of extension based on performance up to the end of the project implementation period, foreseen for 5 years in total.

Place: Barbados (For Non-Resident Applicants eligibility is applicable for member countries of the InterAmerican Development Bank.)

9. Payments

BA L1063 administrative budget

Payments to the Consultant will be made on a monthly basis subject to negotiations.

10. Evaluation Criteria

The Financial Specialist will be selected based on the following evaluation criteria:

Criteria	Maximum Score
Qualifications	40
Experience	40
Skills	20
Total	100

11. Submission Details

Interested persons must submit their Curriculum Vitae and cover letter in electronic format to hr@bwa.gov.bb by 4:30 pm on January 27, 2025 to:

Mrs. Allison Kirton- Holder
 Director Human Resources Management and Development,
 Barbados Water Authority,
 Pine Commercial Estate,
 St. Michael,
 Barbados

Attention: Mrs. Shelley Parris, Project Manager - Project Management Office