

## Terms of Reference Job Description

<b>Post title:</b>	<b>National Project Finance Expert (2 POSITIONS)</b>
<b>Project title:</b>	GEF GOLD Mongolia-Philippines: “Contribution toward the elimination of mercury in the artisanal and small-scale gold mining (ASGM) sector: from miners to refiners”
<b>Duration:</b>	60 months (Full-time, Approx. 37.5 hours/week)
<b>Expected Start Date</b>	April 15, 2019
<b>Duty station:</b>	<b>1 in Ulaanbaatar (MONGOLIA) &amp; 1 in Manila (PHILIPPINES)</b>
<b>Salary:</b>	Will be determined by experience and qualifications and paid in local currency.
<b>Application Deadline</b>	Open until filled

### BACKGROUND:

#### Organizational context

Based out of Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the work conditions and opportunities, as well as environment, and health of the millions of people involved in Artisanal and Small-Scale Gold Mining (ASGM) in the developing world. The AGC helps to improve the global gold sector by promoting better practices in ASGM through technology transfer, policy development and awareness raising in Africa, Asia and Latin America. The AGC consists of a core staff, associates and a council of experts (Board of Directors) in areas of ASGM, economics, sustainable development, social responsibility, human and environmental health, and gold production and extraction. For more information about the AGC and its projects please visit [www.artisanalgold.org](http://www.artisanalgold.org).

#### Project description

The GEF supported programme “Global Opportunities for the Long-term Development of the ASGM sector (GEF GOLD)” has been designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved.

The objective of the proposed project is to contribute towards the elimination of mercury in the ASGM sector by applying a supply chain approach from the miners to refiners. The project has four components. UN Environment is implementing components 1, 2 and 4 on (i) formalization, (ii) finance and market access, and (iv) knowledge management, respectively, while UNIDO is responsible for component 3 on technology transfer.

The project is expected to demonstrate: 1) government incentives to formalize the ASGM sector in Mongolia and Philippines are increasingly adopted by miners, 2) national governments guiding the creation of ASGM fund to allow miners to invest in mercury free technologies and access responsible gold markets; miners able to sell their gold directly into a transparent supply chain, 3) reduced mercury releases by the ASGM sector in both countries, and 4) ASGM communities and government agreeing on an approach to reach all ASGM communities in each country.

**MAIN DUTIES AND EXPECTED OUTPUTS/OUTCOMES:**

The National Project Finance Expert is responsible for financial management of the project in country. Working under the National Project Manager, and in close collaboration with the MPPM, they take the lead on financial reporting, financial communication with AGC the executing agency, annual budgeting and financial planning, contracts management, cash flow, and creating and maintaining policies and practices. They will work in close coordination with the Artisanal Gold Council to understand and meet requirements related to in country financial management, billing, contracts, procurement, risk management, and policies and procedures.

<b>Main Duty</b>	<b>Output</b>	<b>Timing</b>
Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all activities, and oversee all financial, project/program and grants accounting.	Financial statements and reports produced	Ongoing
Support document compilation and report generation for annual audit process and effect any changes necessary.	Audits completed	Ongoing
Oversee and lead country annual budgeting and planning process in conjunction with the National PM; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.	Annual budget produced and communicated	Ongoing
Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.	Policies on contract and financial management in place	Ongoing
Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.	Policies on business and accounting practices in place	Ongoing
Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, procedures and development opportunities.	Training conducted	Ongoing
Supervise assigned administrative and finance staff.	Organizational chart updated	Ongoing
Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.	Administrative functions and facilities operational	Ongoing

**REPORTING:**

Regular calls will be organized among the National Project Finance Expert and National Project Manager and, if needed, other AGC staff to ensure that the activities are undertaken in a satisfactory, timely and cost-effective manner. The National Project Finance Expert is responsible for financial reporting to the National Project Manager and is expected to contribute to finance related reporting as needed.

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**QUALIFICATIONS:**

- A bachelor's degree in commerce or related degree in finance, plus a professional accounting designation (CFA, CPA, CA) with 7+ years of progressive hands-on experience.
- Expert knowledge of financial modeling techniques and best practices, along with extremely well-developed analytical ability and modeling experience
- Expert knowledge of Microsoft Excel and operational knowledge of MS Office (Word and PowerPoint) and data asset management software
- Strong written and verbal communication and presentation skills
- Strong organizational and planning skills with meticulous attention to detail
- Ability to thrive in a fast-paced, fluid, high-growth, and collaborative environment
- Ability to multi-task and work under tight deadlines
- Strong initiative and demonstrated track record as an outstanding problem-solver and strategic thinker
- Ability to work in and bring structure to evolving environments
- Ability to work both independently and in a team, with strong interpersonal and leadership skills
- An entrepreneurial, enthusiastic, and customer service attitude contributing to a friendly, respectful workplace with team
- Excellent writing skills
- Self-motivated; motivated by goals and objectives

**LANGUAGES:**

- Fluency in written and spoken English is required.
- Knowledge of other local languages is required.

**To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to [careers@artisanalgold.org](mailto:careers@artisanalgold.org).**