



Terms of Reference Job Description

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

BACKGROUND:

Organizational context

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, 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. 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.

Project description

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

The objective of this 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 (iii) 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 are 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 Assistant will work closely with the National Project Finance Expert and assist in financial management of the project in country. As a member of the National Financial Team, they will assist with financial reporting, financial communication with AGC the executing agency, annual



budgeting and financial planning, contracts management, cash flow, and help to create and maintain 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.

Main Duty	Output	Timing
Support analysis of financial reports in an accurate and timely manner; collate financial reporting materials for all activities, and all financial reports, 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
Support country annual budgeting and planning process in conjunction with the Finance Team; 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
Support the Implementation of 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
Support 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 International Finance Expert and Financial Specialist 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 Assistant is expected to contribute to finance related reporting as needed.

QUALIFICATIONS:

- Completion of a recognized accounting, bookkeeping program.
- Minimum of 3 –5 years experience as an accounting clerk.
- Knowledge of accounting management systems and procedures.
- Excellent knowledge of Microsoft Excel and operational knowledge of MS Office (Word) and data asset management software
- Strong written and verbal communication skills
- Strong organizational and planning skills with 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
- Ability to work both independently and on a team



- Self-motivated; motivated by goals and objectives

LANGUAGE:

- 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.