



## REGIONAL UPGRADES OF SANITARY AND PHYTOSANITARY MEASURES FOR TRADE PROJECT

### VACANCY ANNOUNCEMENT

The Government of Mongolia with support from the Asian Development Bank (ADB) is implementing the “Regional Upgrades of Sanitary and Phytosanitary Measures for Trade” project to improve the sanitary and phytosanitary control, testing, and inspection systems. The Executing Agency is the Ministry of Finance (MoF) and Implementing Agencies are the Customs General Administration of Mongolia and the Veterinary and Animal Breeding Agency. Under the project, the MoF is seeking to recruit a qualified **Finance Specialist** as part of the Project Implementation Unit (PIU) staff.

**Objectives of the assignment** are to be responsible for all aspects of the project financial activities in accordance with the ADB procedures, under the direct guidance of the PIU Project Coordinator. He/she will ensure adherence to ADB and Government of Mongolia’s applicable accounting and financial procedures and guidelines.

**Tasks and responsibilities** /but not limited to these only/:

- (1) Prepare and monitor budgets quarterly and annually;
- (2) Prepare financial reports, including monitoring expenditures against budget and prepare monthly reports of expenditures, preparation of bank reconciliation statements on a monthly basis, preparation of quarterly and annual financial statements and financial reports, maintaining accounting ledgers, and taking responsibility for safe custody of accounting books, and all financial related documents and instruments;
- (3) Manage cash and accounts payable, including initiating requisitions for payments, arranging payments to suppliers, paying income and other required taxes of PIU staff and contractors;
- (4) Initiate requests for project funds and submit to ADB and respond to queries from ADB with respect to financial aspects of the Project;
- (5) Prepare and maintain a fixed asset registration;
- (6) Liaise with external auditors wherever required and facilitate between the government/ADB and the auditor;
- (7) Provide inputs to quarterly/annual progress reports of the project and prepare quarterly status reports;
- (8) Regularly report financial performance and other project’s financial management related issues to the project coordinator;
- (9) Ensure that a proper internal control system is in place to achieve accountability at all level, and ensuring all accounting transactions are accurately and completely recorded in the accounting software based on valid supporting receipts with full authorization by the Project Coordinator and following the financial procedures of the Government and the ADB;
- (10) Prepare annual financial statements, all in Mongolian and English languages, for the Project for audit and submit such audited financial statements, audit report and management letter to ADB and Ministry of Finance;
- (11) Undertake such other tasks as may be assigned and/or delegated by the Project Coordinator and the MoF.

**Qualifications and Experience:**

- Academic/professional qualification in finance or accounting;
- Possession of a CPA certificate;
- At least 5 years of experience on accounting, finance or audit
- Experience of working in international organizations is preferable;
- Strong experience and solid knowledge in the preparation of financial statements and other aspects of a complex financial reporting process including interfaces with electronic systems of accounting information;
- Ability to plan and prioritize work duties as well as work competently under pressure and tight deadlines;
- High standards of interpersonal, communication and participatory skills with the ability to function effectively and collaboratively in a team environment;
- Excellent computer literacy, particularly, with MS Office, spreadsheets, and accounting software;
- Excellent command in both written and spoken English and Mongolian is required;

**CONTRACT DURATION AND CONDITIONS:** The assignment is expected to start in February 2025. The Consultant will be selected in accordance with the relevant regulations of the Government of Mongolia and the Asian Development Bank.

Qualified candidates should submit:

- A **cover letter** indicating why she/he considers her/himself suitable for the position,
- A detailed **CV** highlighting skills/experience, copy of diplomas or certificates and
- 2 (two) reference letters from the last two employers no later than **15:00 PM, 29 January 2025**.

**Only successful candidates will be contacted.** The application documents shall be submitted in person to the address below. The submitted documents will not be returned to the applicants. Incomplete applications will not be considered.

Address to receive applications:

MN Tower Building, 5th khoroo, Sambuu street-15141, Chingeltei District  
Floor/Room number: 9th Floor/Room #903

If you have any inquiries, please contact through:

Telephone: 976-77003313

Email: [spsproject.procurement@gmail.com](mailto:spsproject.procurement@gmail.com)