

# Financial Management Specialist - Millennium Challenge Account (MCA)

## About MCA

The Government of Belize (GoB) and the Millennium Challenge Corporation (MCC) signed a US\$125 grant agreement on September 4, 2024. MCC is a U.S. government agency focused on assisting countries and is dedicated to good governance, economic freedom, and investing in people. The goal of the Compact is to reduce poverty through economic growth in Belize by implementing an Education project and an Energy Project. The Compact is expected to enter into force in July 2025 and be implemented over five years. The Parliament of Belize established an independent executing agency called the Millennium Challenge Account – Belize (MCA-B) to undertake the rights, obligations, and responsibilities of the Government of Belize under the Compact. The MCA-B is located in Belize City.

## Belize Compact

The five-year grant agreement known as a “compact” will include two separate projects:

1. The **\$73.8 million Education Project** aims to equitably increase the number of post-primary graduates with the competencies relevant to labor market demands.
2. The **\$21.1 million Energy Project** will address the root causes of the high costs of wholesale electricity.

## Financial Management Specialist

### Position Objective

The Financial Management Specialist, under the supervision of the Director of Administration and Finance, is responsible for examining the daily execution of accounting and finance transactions, monitoring the banking information, and serving a facilitating role in budget management and as focal point for the preparations for budgeting and auditing activities.

### Compensation

Compensation for this role is between \$4,803 – \$7,109 BZD/month. Qualified candidates will be offered the minimum of each pay band, with opportunities to advance within the pay bands based on performance. In exceptional cases, a candidate may be placed above the minimum based on prior experience and salary history, in compliance with MCA HR Policy. MCA-B also provides comprehensive benefits.

### Responsibilities

- Review and verify a range of transactions, including disbursements, accounts reconciliation, transfers, budget controls and audit for consistency and conformity with MCA/MCC guidelines and to ensure that documentation is current and accurate to support financial reporting and audit activities;
- Reconcile banking information, records and reports to determine any inconsistencies and recommend remedial solutions to issues encountered to the Administration and Finance Director;

- Train MCA staff on the proper use of accounting and forms and accomplishment of finance and accounting transactions to ensure consistent compliance with MCA/MCC guidelines and strengthen the transparency of the budget and accounting functions;
- Monitor budgets and daily cash flow ensuring that issues of overspend/underspend are anticipated and that remedial measures are raised to the Administration and Finance Director;
- Prepare and organize finance and accounting documentation for budgeting, reporting, and audit activities, ensuring that information is accurate and traceable;
- Consolidate and maintain documentation on issues and best practices to support process improvement activities.

## Required Competencies

- Bachelor's degree in accounting, finance, business administration or related field.
- Minimum five (5) years of progressive work experience in financial or accounting management, including experience for a program of a similar size and scope.
- Knowledge of the development environment in Belize and the challenges of program execution and coordination with government institutions.
- Strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with financial management systems.
- Fluency and excellent written and verbal communication skills in English is required.

## Preferred competencies

- Professional certification as a CPA or Chartered Accountant is preferred.
- Experience with large international development organizations including international donors, NGOs, or government agency is preferred.
- Experience in financial system design and implementation of a type similar to that required by the compact is preferred.

## How to apply

To access positions' profile requirements and submit applications, please visit <https://belize-jobs.tenderwell.app/>. The following documents should accompany applications:

1. Curriculum vitae containing detailed work experience;
2. Cover letter confirming interest and availability;
3. Soft copies of higher education and professional certificates (if available).

If you encounter challenges when applying online, please contact [belize@developmentaid.org](mailto:belize@developmentaid.org) for assistance.

The closing date for receiving applications is December 11, 2024. Only **applications received through the online portal (Tenderwell) will be considered**. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews.