



The Republic of the Marshall Islands
MINISTRY OF HEALTH AND HUMAN SERVICES
 P.O. Box 16
 Majuro, Marshall Islands 96960
 Phone: (692) 625-5660/5661 | Fax: (692) 625 3432



JOB DESCRIPTION

Position Title	Accounting Consultant
Position Type	Multi-Year, Technical Consultant
Ministry and Division	Ministry of Health and Human Services, Human Resources Department
Locations	Delap, Majuro Atoll and/or Ebeye, Kwajalein Atoll.
Contract Period	Immediately until November 30, 2027
Supervisor	MOH Chief Accountant & MOH Finance Director
Contracting Agency	Pacific Island Health Officers' Association (PIHOA) on behalf of RMI MoHHS
Salary/Compensation	Commensurate with qualifications and experience

JOB PURPOSE: The Accounting Consultant will provide senior-level technical accounting and financial management support to the Ministry of Health and Human Services. The position is responsible for strengthening financial systems, improving reporting accuracy and timeliness, supporting statutory and governance reporting requirements, and building the capacity of MoHHS accounting staff.

The Consultant will work closely with the Chief Accountant, Finance Director, Ministry Leadership Team (MLT), and Health Services Board (HSB) to ensure sound financial management practices, compliance with Government of RMI financial regulations, and readiness for audits and legislative oversight.

KEY RESPONSIBILITIES

Under the direction of the MOH Finance Director and Chief Accountant, the Accounting Consultant will be responsible for the following:

1. Review and Strengthening of Finance SOPs

- Conduct a comprehensive review of existing Finance Standard Operating Procedures (SOPs).
- Identify gaps, inefficiencies, and compliance risks in current financial processes.
- Update, standardize, and document Finance SOPs aligned with Government of RMI financial regulations, donor requirements, and best practices.
- Support the implementation and staff orientation of revised SOPs.

2. Monthly Financial Reporting – Ministry Leadership Team (MLT)

- Assist in the preparation and consolidation of monthly financial reports for the Ministry Leadership Team.
- Ensure accuracy, completeness, and clarity of financial data presented to senior leadership.
- Provide variance analysis, expenditure tracking, and budget performance summaries.
- Support timely submission and presentation of reports to MLT.

3. Monthly Financial Reporting – Health Services Board (HSB)

- Assist in preparing monthly financial reports for the Health Services Board
- Ensure reports meet Board oversight requirements and are aligned with approved budgets.
- Support the Finance Director and Chief Accountant in responding to HSB financial inquiries.

4. Annual Audit Preparation and Support

- Lead and coordinate MoHHS financial audit preparation activities.
- Ensure financial records, reconciliations, schedules, and supporting documentation are audit ready.
- Liaise with external auditors and support responses to audit queries.
- Assist with addressing audit findings and developing corrective action plans.

5. Public Accounts Committee (PAC) Preparation

- Support preparation of financial documentation and briefing materials for Public Accounts Committee (PAC) hearings.
- Assist MoHHS leadership in responding to PAC financial questions and follow-ups.
- Ensure accuracy, consistency, and traceability of financial data submitted to PAC.

6. Review of Microix Workflow & Inventory Management

- Review the Microix financial and procurement workflow to ensure proper controls, approvals, and documentation.
- Identify opportunities to improve system use, workflow efficiency, and financial oversight.
- Assist in strengthening inventory management processes, including reconciliation between inventory records and financial systems.
- Support compliance with asset and inventory management policies.

7. Annual Budget Preparation Support

- Assist the Finance Department in preparing the Ministry's annual budget.
- Support budget formulation, cost projections, and alignment with strategic priorities.
- Assist with consolidation of bureau and program budget submissions.
- Support budget presentations and justifications to Ministry leadership and oversight bodies.

8. Capacity Building and Staff Training

- Provide on-the-job training and mentorship to MoHHS accounting staff.
- Strengthen staff skills in financial reporting, reconciliations, audit preparation, and system use.
- Develop simple training materials and job aids to support consistent accounting practices.
- Promote good financial management culture and accountability within the Finance Department.

9. Other Duties

- Perform other accounting and financial management duties consistent with qualifications and experience, as assigned by the Finance Director or Chief Accountant.

SKILLS AND QUALIFICATIONS

Qualifications

- Certified Public Accountant (CPA) required.
- Bachelor's degree in Accounting or Finance (Master's degree an asset).
- Minimum of five (5) years of progressively responsible experience in accounting, auditing, or financial

management.

Skills and Competencies

- Strong knowledge of accounting principles, financial reporting, and audit processes.
- Demonstrated experience in government or public-sector financial management preferred.
- Ability to analyze complex financial data and present information clearly to leadership.
- Strong organizational skills and attention to detail.
- Ability to work independently with minimal supervision.
- Proven capacity to train and mentor accounting staff.
- Proficiency in Microsoft Excel and financial management systems.
- Strong professional ethics, integrity, and commitment to confidentiality.
- Ability to work effectively in a multicultural and resource-constrained environment.
- Willingness to be stationed in Majuro or Ebeye based on MoHHS Finance priorities

ADDITIONAL INFORMATION

- Office and program equipment and supplies needed to conduct contract work will be provided by the RMI MOHHS, including but not limited to a desk and chair, laptop, relevant software subscriptions and laptop accessories, and general office supplies and office space (RMI MOHHS).
- Any local, RMI domestic travel and international travel required in the conduct of work within the RMI will be covered by PIHOA using RMI MOHHS' Travel Policy. All other trips not associated with contracted work will be at the expense of the candidate.
- No other benefits will be provided by PIHOA or the RMI MOHHS. Any medical or other insurance expenses, local and home base taxes, etc. will be the sole responsibility of the candidate. The RMI MOHHS can provide information regarding applying for local medical insurance through the RMI Government medical insurance scheme.

APPLICATION:

Submit the following electronically with attention to the PIHOA Contracts Management Officer (contracts@pihoa.org): Letter of Interest that outlines your overall qualifications and professional experience in response to the Primary Qualifications listed above; Curriculum Vitae or Resume; and Minimum of three (3) professional references - these references must be from current and past employment supervisors based on the last 8-10 years of employment.

Approved by:



MOHHS Secretary of Health

12-17-25

Date