

I. Post Information

Position Area: Finance Position Level: Senior Assistant Position Function: - Organizational Unit: LCR, LCPC Duty Station: Philipsburg, Sint Maarten Reports to: Sr. Project Manager Source of Funding (<i>project</i>): 21999 Sint Maarten Rule of Law	Current Grade: Proposed Grade: Approved Grade: ICS5 Post Classified by: Classification Approved by:
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II. Organizational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

Latin America and the Caribbean Regional Office (LCR)

Based in the United Nations regional headquarters in Panama City, the Latin America and the Caribbean Regional Office supports UNOPS operations and project centres across the region, providing financial oversight of projects, procuring goods and services and managing human resources. The office helps ensure that projects are executed to the highest standards, providing a shared knowledge base and ensuring that best practices and lessons learned are disseminated among projects.

Dutch and English Caribbean (LCPC)

UNOPS Latin American and Caribbean Region (LCR) established a Project Centre for the Dutch and English Caribbean in St. Lucia (LCPC) in 2016. From that Centre UNOPS has implemented a number of infrastructure, technical advisory and procurement projects in the sub-region. This project is part of the portfolio of projects being implemented by the LCPC in the sub-region.

2. Purpose and Scope of Assignment

The objectives of the project are to:

- Urgently design and establish resilient and effective transitional facilities which meet human rights requirements for prisoners and detainees in Sint Maarten
- Contribute to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society
- Contribute to improved capacity for correctional facilities operation and management in line with local and international standards

The key deliverables are:

- Transitional detention facilities for urgent accommodation of all prisoners and detainees
- Long-term detention infrastructure for humane and resilient accommodation of all prisoners and detainees
- Improved capacity for correctional facilities operation and management based on a sound understanding of the criminal justice sector

Under the direct supervision of the Sr. Project Manager, the Finance Senior Assistant will provide financial and administrative support to the timely processing, recording, monitoring, and maintaining of financial transactions and accounts relating to payments and receipts in accordance with UNOPS' financial rules, regulations, policies, and processes.

III. Functions / Key Results Expected

1. Accounting and administrative support
2. Office cash management
3. Knowledge Building and Knowledge Sharing

1. **Accounting and administrative support**

Provides accounting, payments, support, focusing on achievement of following results:

- Proper control of the supporting documents for payments and financial reports for the project; preparation of vouchers; PO vouchers; Pay Cycle and payment execution.
- Proper receipting of goods and services and establishment of accruals.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Enterprise system; travel claims, MPOs and other entitlements are duly processed
- Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation of information on the status of financial resources as required.
- Maintenance of the Accounts Receivables for the project and recording of deposits in the Enterprise system.
- Review of payment requests including supporting documents against the annual work plan and UNOPS FRRs.
- Ensuring that vouchers processed are matched and completed, and transactions are correctly recorded and posted in ERP/electronic or paper-based systems.
- Running of remittance cycle and Creation of Remittance Advices to be sent to the bank.

2. **Project cash management**

- Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements.
- Timely identification and recording of receipts for income application.
- Daily review of zero-balance account bank statements in the Enterprise system to monitor imprest level; identification and recording of contributions.
- Management of cash receipts and petty cash.
- Timely and accurate preparation of bank reconciliations.
- Initiation of bank transfers and deals in the Enterprise system.

3. **Knowledge building and Knowledge sharing**

- Support the organization and delivery of training and learning initiatives for personnel on finance-related topics.
- Provide sound contributions to knowledge networks and communities of practice by synthesizing of lessons learnt and dissemination of best practices in finance management support services
- Contribute feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

IV. Impact of Results

The effective and successful achievement of results by the Finance Senior Assistant directly impacts the efficient and effective management of financial resources in the project, demonstrating UNOPS' effective stewardship of donor and partner funds. These promote the credibility of the organization as an effective service provider in project services and management.

V. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications	
Education:	<p>Secondary diploma or equivalent is required.</p> <p>A university degree, preferably in finance, accounting, business administration or related area, is an asset and may substitute for some years of experience..</p>
Experience:	<p>Minimum of 5 years (or less according to degree level) of relevant working experience within the areas of finance, accounting, business administration or related field is required.</p> <p>Knowledge of UNOPS financial rules and regulations is an asset.</p> <p>Working knowledge of ERP is an asset.</p> <p>Proficiency in GSuite is an asset.</p> <p>Experience with financial management, using electronic systems, are desired.</p>
Language Requirements:	<p>Fluency in written and spoken English is essential</p> <p>Knowledge of Dutch/Papiamentu is an asset.</p> <p>Working knowledge of Spanish is desirable</p>

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Regional Director or Operations/Project Centre Manager		
Name / Title	Signature	Date