

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| <b>Title:</b>                        | <b>Finance Assistant</b>              |
| <b>Duty station:</b>                 | <b>Rodney Bay, St Lucia</b>           |
| <b>Section/Unit:</b>                 | LCR, PAOH, Saint Lucia Project Center |
| <b>Contract/Level:</b>               | <b>Local ICA Support, Level 5</b>     |
| <b>Duration of initial contract:</b> | Open ended                            |
| <b>Supervisor:</b>                   | Country Programme Manager             |

## **1. General Background**

### **Background Information - UNOPS**

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners' expectations.

With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it.

A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

### **Background Information – Saint Lucia Project Center**

UNOPS office in St Lucia oversees all projects in the Caribbean that originally came from the agreement signed between UNOPS and Mexican Banco Nacional de Comercio Exterior SNC (Bancomext) for the administration of the Infrastructure Fund for Mesoamerica and Caribbean Countries. Accordingly, Bancomext and the Government of Mexico, acting through UNOPS, seek to support economic and social development, as well as regional integration in Central America and the Caribbean.

There is currently a portfolio of eight infrastructure projects: six already ongoing in Belize, Jamaica, St Lucia, Grenada and St Vincent and, two new projects in Dominica and Curacao.

## **2. Purpose and Scope of Assignment**

Under the guidance and supervision of the Country Programme Manager for the English-Speaking Caribbean, based in Saint Lucia and in close collaboration with all Project Managers, the Finance Assistant provides financial and administrative support to all existing and future projects within the Caribbean Region, ensuring high quality, accuracy and consistency of work. The Finance Assistant promotes a client-oriented approach consistent with UNOPS rules and regulations. He/she is expected to meet and exceed the organizations performance and delivery goals.

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### 3. Functions / Key Results Expected

#### 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 projects; preparation of vouchers for projects; 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 projects and recording of deposits in Enterprise system.
- Preparation of accounts-payable and PO vouchers for management projects.
- 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. CO cash management

Ensures proper CO cash management system functioning focusing on achievement of the following results:

- Alternate to Finance Associate for 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.
- Alternate to Finance Associate for daily review of zero-balance account bank statements in 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 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.

#### 4. Monitoring and Progress Controls

- Performance evaluation

#### 4. Qualifications and Experience

##### a. Education (Level and area of required and/or preferred education)

- A minimum of Secondary School Diploma is required.
- A first level degree (Bachelors or equivalent) preferably in Accounting, Finance, Business Administration or other related fields will be considered valuable and may replace some years of experience required.

##### b. Work Experience

- Relevant experience providing accounting, financial and administrative support
- Familiarity with UN rules and procedures is an asset
- Strong IT skills, knowledge of oneUNOPS is an asset
- Proficient in Microsoft Office

##### c. Language

- Fluent in English (read, write, speak)
- Working knowledge of Spanish is desirable.

##### d. Key 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.

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|---------------------------------|------|-------------------------------|------|
| Project Authority (Name/Title): |      | Contract holder (Name/Title): |      |
| Signature                       | Date | Signature                     | Date |