

**I. Post Information**

Position Area: <b>Finance</b> Position Level: <b>Senior Assistant</b> Position Function: - Organizational Unit: <b>LCR HTCO</b> Duty Station: <b>Port-au-Prince</b> Reports to: <b>Finance Officer</b> Source of Funding ( <i>project/non-project</i> ): Multiple projects under HTCO	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.

UNOPS Haiti Country Office (HTCO) has been working in Haiti for over 17 years providing infrastructure, project management, procurement and logistics services for the Haitian Government, other UN agencies and international organizations in communication, governance, and engineering expertise.

The UNOPS Haiti office is currently implementing a wide range of projects across sectors, including disaster risk reduction, urban and local development, employment generation, SME development, urban and rural roads, renewable energy, health and education, environment, census, and elections. At the same time, as part of the country strategy, increasing focus has been given to supporting the management of public resources through the development of national implementation capacity via a wide array of technical assistance interventions supporting projects from IFI's.

Under the direct supervision of the functional supervisor, who reports to the Head of Support Services, 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 projects; preparation of vouchers for projects; PO vouchers; Pay Cycle and payment execution.
- Proper receipt 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 the 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. Office cash management**

- 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 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 projects and programmes, 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, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's 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 its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. 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:

Secondary education is required.

A technical diploma or a bachelor's degree in a relevant area may be accepted in lieu of some of the years of required experience

Experience:	<p>Minimum of 5 years 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 desired;</p> <p>Working knowledge of ERP (particularly Agresso), experience with Office suites as MS Office or Google Suite/or newer versions, and financial management, using electronic systems, environment are desired.</p>
Language Requirements:	<p>Fluency in written and oral French and English is required. Knowledge of another official UNOPS language is an asset.</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