

Terms of Reference

Position: Finance & Admin Associate

Type: Service Contract

Level: (Equivalent to – GS 6 level)

Background

Under the Overall Guidance of the Operations Manager and reporting direct to the UNFPA Country Office Finance Officer, the incumbent will be responsible to coordinate the flow of financial and management information and administrative activities between HQ and field and to liaise with UN organizations. He/She will be responsible to ensure smooth and timely operations of the financial and project support functions, including administrative issues.

Result oriented Functional Statements (focusing on individual contribution, engagement, communities of interest and impact of action)

- Prepares project budget and reports on expenditures/allocation of project budget. Prepares budget revisions and undertake other related tasks.
- Liaises and interacts on a regular basis with Finance Section of UNFPA Country Office to ensure quality and timeliness of project reports.
- Prepares/generates budget and financial tables, reports, documents, annexes, slides and other materials for project manager and donors on a periodic basis.
- Review all projects' incoming documentation and outgoing correspondence, to arrange it in order of priority, ensure high standard and overall clarity in communication and application of procedural aspects related to the project.
- Organizes technical seminars, workshops, project meetings and the meetings reports/follow-ups, etc. Prepares TAs for participants, payments of DSA, hotel bookings, etc. confirmation to them. Prepares background papers and agenda. Schedules conference rooms arrange AV materials/equipment.
- Collects information from project records, reports, meetings, field visits, etc. Prepares tables, sections of periodic and ad hoc reports on project activities.
- Organizes data and information, prepares and maintains records, documents and the implementation of plan of project.
- Prepares briefing programmes for consultants and other visitors. Processes TAs and claims for settlement. Prepares paperwork for hiring of consultants.
- Provides other duties as required by the Organization.

Competencies Required:

Primary Competencies

Results-based Programme development and management

Uses analytical skills to identify opportunities for project implementation, in respect to financial and administrative activities and participates as resource person to make the project(s) successful.

Innovation and marketing of new approaches

Analyzing and maintaining documentation for innovative strategies, best practices and new approaches. Has the ability to adapt quickly to change and works closely with stakeholders.

Corporate Competencies

Values

Integrity/Commitment to mandate

Acts in accordance with UN and UNFPA values and holds himself/herself accountable for actions taken.

Knowledge sharing/Continuous learning

Actively produces and disseminates new knowledge.

Valuing diversity

Appreciates differences in values and learns from cultural diversity.

Managing Relationships

Working in teams

Actively seeks resolution of disagreements and supports the decisions of the team.

Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

Working with people

Performance management

Seeks new challenges and assignments and exhibits a desire to learn.

Personal leadership and Effectiveness

Analytical and strategic thinking

Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities.

Results orientation/Commitment to excellence

Takes actions and does regular follow-ups until successful outcomes are achieved.

Job Requirements

Academic Requirements:

University Degree in Finance/Accounting/Business Administration.

Experience:

5-7 Years of relevant professional experience is required.

Languages

Fluency in oral and written skills, both in Bangla and English, is essential.

Computer skills

Familiarity with MS Word, Excel, Power Point and internet/e-mail is a must.