

## TERMS OF REFERENCE

### UNFPA Turkey Finance Assistant

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<b>Type of Contract</b>	<b>: Service Contract</b>
<b>Level</b>	<b>: SB3 (SC5)</b>
<b>Duty Station</b>	<b>: Ankara, Turkey</b>
<b>Duration</b>	<b>: Up to 31 May 2019, with possibility of extension</b>

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#### **Background:**

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response to the Syrian crisis within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, UNFPA supports Migrant Health Centers and Social Service Centers in 20 provinces. UNFPA is also managing cross-border operations to Syria through its Gaziantep Office. To strengthen its operations team, UNFPA will be recruiting a Finance Assistant.

Under the guidance and supervision of the Finance/HR Associate, the Finance Assistant will coordinate and perform within his/her area of responsibility the full range of finance support functions in the Country Office covering humanitarian/cross border/country programme and integrated budgets, mastering all relevant rules, guidelines, processes and procedures.

#### **Major Activities/Expected Results:**

The Finance Assistant's work directly impacts on the overall success of the Country Office implementation of financial strategies and policies. In full compliance with UN rules, regulations, UNFPA policies and procedures, the Finance Assistant provides the following services focusing on achievement of the following tasks:

- **Analyzes, answers and follows-up** a variety of finance requests and enquiries; **collects** and researches background information and provides guidance on relevant guidelines and procedures;
- **Examines supporting documentation** related to PO and non-PO payments ensuring assurance of the correctness/high quality of information adhering to the usage of correct expense account and procedures;
- **Prepares requests** and supporting documents for common service payments. ;
- Supports the review of implementing partners' **Funding Authorization and Certificate of Expenditure (FACE)** forms and FACE review checklists to ensure proper adherence to voucher creation in line with the UNFPA FACE review checklists;
- Supports the periodic **Operating Fund Account (OFA) to FACE and FACE to Combined Delivery Report (CDR)** reconciliations;
- Supports **review of financial reports** for accuracy and consistency and supports the financial monitoring of funds utilization;

- Support the **accounts closure** process;
- **Raises Requisitions** (or POs if requested) in UNFPA ATLAS System;
- Assists the review and monitoring of **common services** budget with UNOCHA and **cost recovery** charges made by UNDP;
- Supports the effective **internal control** and **audit** follow up mechanisms;
- Supports **travel arrangements** and **clears** travel related payments in compliance with UNFPA Duty Travel policy;
- Assists the monitoring of **personal telephone usage** and communication with the service provider;
- Supports the maintenance of accurate up to date **filing**.
- Perform other related duties as required.

#### **Work Relations:**

Under the guidance and supervision of the Finance/HR Associate, works closely with the rest of the Humanitarian, Country Office and Cross Border Teams.

#### **Minimum Qualifications and Experience:**

**Education** : Bachelor's Degree in Business or Public Administration, Finance, Accounting, Economics or other related administrative sciences field.

**Experience** : 5 years of experience in an administrative or finance related role, out of which at least 2 years in the field of finance.

**Language** : Fluency in written and spoken English and Turkish

**Computer Skills:** Proficiency in current office software applications and web based management systems.

**Nationality** : Turkish

#### **Skills and Competencies:**

- Experience in computing travel related entitlements is an asset.
- Experience in preparing requests for payment is an asset.
- Experience in financial monitoring of implementing partners is an asset.
- Familiarity with UN procedures and working methods is an asset.
- Knowledge of Atlas/PeopleSoft or other ERP application is an asset.
- Working experience with an international organization is an asset.

#### **Core Competencies:**

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

#### **Functional competencies:**

- Support financial data analysis
- Provide Logistical support
- Managing data, documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multi-tasking