



Food and Agriculture Organization of the United Nations

Terms of Reference

Finance Assistant

Under the overall supervision of the Project Manager and Chief Technical Advisor, the direct supervision of the Operations Officer, and in close coordination with the Regional Project Coordinators and field staff, the Finance Assistant shall be responsible for the following duties and responsibilities:

Duties and Responsibilities

- Prepare disbursement vouchers, ensuring supporting documentation are complete, correctly attached and appropriately authorized in the required formats and standards.
- Assisting the Operations Officer in posting the commitments and expenditure against budgets.
- Filing and reviewing expenditure transactions based on the disbursement vouchers.
- Liaising with the FAO Representation to ensure timely payments to suppliers and personnel.
- Maintenance of the proper filing system for finance records and documents.
- Liaison work between the regional project office and the PMU.
- Assist in preparing budgets with information from the regional project offices.
- Extraction of financial data from various sources as may be needed.
- Assist in preparation of accounting reports and statements as required by project including monthly, quarterly and annual reports in the required formats and standards.
- Liaise closely with the regional project office team to ensure the timely beneficiaries.
- Assist in the procurement processes in accordance with FAO rules and regulations, and in conducting quality checks as may be needed.
- Manage all petty cash transactions and timely replenishment of the petty cash, and maintain records at PMU.
- Coordinating with the District Offices for receiving the petty cash reports by the end of the month and checking the accuracy of vouchers and the summary statement and get replenishments on time.
- Maintenance of records on assets management and preparation of reports.

Competencies

- Strong interpersonal and collaboration skills and proven ability to be flexible in a team-oriented approach with diverse groups of people;
- Strong written and oral communication skills;
- Strong analytic and problem-solving skills;
- Excellent planning, organizational, multi-task and time management skills;
- Proven ability to efficiently and effectively handle multiple tasks at the same time; and
- Computer literate; experience working with databases.

Qualifications

Education:

- Secondary Education with specialized certification in Accounting and Finance.
- University Degree in Finance, Business or Public Administration desirable, but it is not a requirement.
- Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.

Experience:

- 3-5 years of relevant finance experience at the national or international level is required.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages,
- Experience in handling of web based information management systems.
- Experience with ERP System desirable.
- Knowledge of IPSAS and/or IFRS desirable
- Working experience with International NGOs and UN Agencies would be an advantage;

Language Requirements: Good command of both written and spoken English in addition to Sinhala and /or Tamil

Duration: One year, renewable for the duration of the Project (2 years maximum)

Number of Vacancies: One position

Duty Station: Based in Project Management Unit in Colombo.

Expected Places of Travel: in-country, if applicable

Remuneration: SB2/peg

'Qualified female candidates are encouraged to apply.'