



## **TERMS OF REFERENCE**

### **ADMINISTRATIVE AND FINANCE ASSISTANT (AFA)**

#### **Regional Support Office (RSO)/ UNFPA/ GoN**

The Administrative and Financial Assistant (AFA) will work under the day-to-day direct supervision of the Regional Development Coordinator (RDC), while receiving operational and technical guidance, support and leadership from the UNFPA International Operations Manager in Kathmandu. The AFA will be responsible for effective administrative and financial management support to Regional Support Office and District Offices. She / he will be responsible for the following:

#### **Duties and Responsibilities**

##### **Support to Partners**

- ✓ Build capacities of the implementing agencies to maintain and update books of accounts, component wise ledgers, cash books, cheque issue registers (in electronic as well as manual versions),
- ✓ Support timely release of funds to the implementing agencies as per the approved work plan and budget in coordination with District Officers and Regional Development Coordinator, monitor their management, and obtain quarterly reports from the implementing agencies;
- ✓ Ensure through strengthening capacity of implementing agencies submission of statements of account, FACE, Forms C/D/E by the IPs in a timely manner;
- ✓ Facilitate and support auditing of all financial transactions of the implementing agencies relating to UNFPA assistance;
- ✓ Build capacities of the IPs in accounting and reporting skills and assist them in setting up management and reporting systems consistent with the UNFPA requirements for effective and efficient management of budgets and expenditures;
- ✓ Coach implementing agencies on UNFPA financial rules and regulations to be followed, FACE and on recording non-expendable items supported by UNFPA;

##### **Financial Function**

- ✓ Maintain invoices, cash receipts, and all other documents and records required for efficient financial management of the RSO;
- ✓ Prepare and submit quarterly financial reports to the UNFPA Country Office along with reports relating to logistics, equipment and allied matters of the Dos and RSO;
- ✓ In case of any audit comments, obtain audit recommendation tracking matrix from the IPs and monitor and support IPs to ensure resolution of all issues within three months of audit ;
- ✓ Check the status of payment in the ATLAS of IPs and Vendors and communicate accordingly;

##### **Administrative Function**

- ✓ Assist Regional Development Coordinator and District Officers for local procurements with procurement action – preparation of terms-of-reference, floating of bids / request for proposals/ review of the proposals and contract management;
- ✓ Assist the Regional Development Coordinator with logistics, personnel management, overall administration of the Regional Support Office, including maintenance of vehicle log registers, vehicle history record, inventory management, leave records and Internal Travel Authorization of staffs at the RSO and districts, etc.;
- ✓ Create requisition and check the validation of that in the ATLAS;
- ✓ Support in the development of contingency plan;



- ✓ Assist RDC in ensuring fraud risk management measures and practice of highest ethical principles and internationally accepted accounting standards by all staffs;
- ✓ Management of petty cash of the Regional Support Office (RSO) and funds under UNFPA execution;
- ✓ Arrange for field visits of missions and RSO personnel to districts;
- ✓ Support Regional Development Coordinator in overall administration and management of the RSO and District Offices including but not limiting overall programme implementation, technical assistance, operations and safety / security of office equipments and vehicles; and
- ✓ Any other responsibility assigned by the Regional Development Coordinator and UNFPA International Operations Manager.

### **Qualifications and Competency**

The Administrative and Finance Assistant (AFA) should have following qualifications:

#### **Qualification and Experiences:**

- Bachelor degree in Business Administration / Commerce / Accountancy / Chartered Accountancy and related fields
- Minimum of 3 years experience with GoN/UN, private sector and good knowledge of the administrative and financial management systems of the government / UNFPA both at the national and field levels.
- Proven ability and experience of using Word, Excel and other Windows XP Professional applications
- Basic knowledge of ATLAS accounting package
- Experience in working with UN system will add value
- Be able to communicate in Nepali and English, knowledge of any other local language would be an added advantage.

#### **Core Competencies**

- Absolute integrity and commitment to UNFPA's mandate / valuing diversity
- Fostering Innovation and Empowerment
- Working in teams at all levels
- Communicating information and ideas/Knowledge sharing
- Self-management/Emotional intelligence and Conflict management/Negotiating and resolving disagreements
- Analytical and Strategic Thinking, Result Orientation/ Commitment to Excellence

#### **Functional Competencies**

- Job knowledge/technical expertise
- Innovative and Creative approach to office management and reporting

Equally qualified women and those belonging to the socially disadvantaged and ethnic minority candidates will be given priority.