**Project Administrative and Finance Associate**

**Job title: Project Administrative and Finance Associate**

**Level: SC 5 / SB3, Peg 2**

**Position Number: 107079**

**Location: Colombo, Sri Lanka  
Full/Part time: Full-Time**

**Fixed term/Temporary: Service Contract (Temporary)**

**Rotational/Non-Rotational: Non-Rotational**

**Duration: Ten Months (\*Renewable)**

**\*No expectancy of renewal in accordance with UN Staff Regulations 4.5**

**How you can make a difference**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results.

**About the Project**

UNFPA Sri Lanka is implementing several projects in response to the ongoing socio-economic crisis in Sri Lanka, within the UNFPA’s mandate, i.e., three transformative results. These projects primarily focus on strengthening the government capacity, provision of life saving medical and program supplies, provision of life-saving services related to SRH and SGBV.

**The Position**

The Project Administration and Finance Associate supports all relevant activities in the socio-economic crisis response project and its implementing partners (IPs), produces and delivers effective financial reports and provides administrative services for the management of the project.

You will report directly to the Snr. Administrative and Finance Associate, and will work closely with UNFPA’s operations team and program team to ensure smooth function of all activities according to UNFPA guidelines.

**Job Purpose**

Under the direct supervision of the Finance and Admin Associate, S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the Socio-Economic Crisis Response project of the UNFPA Sri Lanka Country Office, external and internal partners.

In support of Socio-Economic Crisis Response project, the Project Administrative and Finance Associate contributes to ensuring effective and efficient application of country office resources through support and monitoring in the following areas:

* Finance and Budget Management
* General Administrative Services

**You would be responsible for:**

Finance and Budget Management

* Assisting in the management of the project budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
* Supporting the monitoring of project’s financial performance, by providing necessary financial information and analysis including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
* Work with implementing partners to ensure timely and accurate forecasting and reporting of expenditures in accordance with UNFPA policies and procedures and providing training and guidance to Implementing Partner staff on the same. Following up with IPs and collate relevant data to help the preparation of budgets, finance reports, narrative reports and Monitoring and Evaluation reports and preparation of eFACE forms
* Verify requests for advance of funds and itemized cost estimates from the Implementing Partners for their compliance with the approved Work Plan and budget;
* Prepare financial reports for internal and donor reporting; mapping donor budgets against the internal annual plans and budgets.
* Monitor status of the Operating Fund Accounts and propose action for the timely clearance of expenditures, conduct secondary review of E-FACE forms entered by relevant programme staff, verify accuracy of information, ensure proper recording of expenses including timely release of funds to IPs and perform quarterly reconciliations
* Process all payments in ERP and ensure proper supporting documents are on file, payee information, accurate COA and approved amount and liaise with UNDP to ensure timely processing in the system as required
* Contribute to the development of the annual assurance plan, take part in conducting spot checks of Implementing Partners jointly with programme colleagues and participate in HACT-related meetings and discussions on a regular basis;
* Prepare financial, analytical and trend reports on project current and past expenditures; and make recommendations on corrective measures ensuring efficiency and proper resources utilization;
* periodic project financial review meetings, field visits, project related workshops and events according to the project activities

General Administration

* Supporting the timely implementation of project activities by facilitating fulfilment of all administrative and logistics requirements for project related travel, activities and procurement in coordination with relevant staff and partners
* Assist the project team in general administrative support to the project implementation, in coordination with the other support functions of the office.
* Coordinate and ensure timely provision of financial and administrative support to field based project personnel.
* Coordinate the establishment and management of cost sharing or rental arrangements for field office personnel.
* Carry out any other duties as may be required by UNFPA leadership

**Qualifications and Experience**

**Education:**

* Successful completion of Secondary Level Education (G.C.E. Advanced Level or High School Diploma) with six years of relevant experience, or
* A Bachelor’s degree in accounting or finance, business administration, or other relevant subjects with three years experience.
* Other professional qualifications or certifications in finance management is highly desirable.

**Knowledge and Experience:**

* Strong experience in finance management related to the function are required, i.e., six years experience with G.C.E. Advanced Level or High School Diploma, Or, three years experience with a Bachelor's Degree
* Experience in office administrative functions are highly desirable.
* Strong experience in budgeting, financial analysis using office software tools and financial reporting.
* Experience in auditing and compliance activities are highly desirable.
* Experience in web-based management and ERP financial systems is required.
* Strong skills in Microsoft Excel is required.
* Prior experience in working with government authorities and NGOs / CSOs are highly desirable.
* Ability to plan, organize, multi-task is required.
* Ability to work under tight deadlines under pressure is required.
* Attention to detail is required.

**Languages:**

Excellent command of the English language and fluency in Sinhala and / or Tamil.

**Required Competencies:**

Values:

* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

Core Competencies:

* Communicating for impact
* Achieving results
* Being accountable
* Developing and applying professional expertise/business acumen
* Thinking analytically and strategically
* Working in teams/managing ourselves and our relationships

Functional / Other Competencies:

* Self-management/Emotional Intelligence
* Job Knowledge/Technical Expertise
* Client Orientation
* Knowledge Sharing
* Delivering Results Based Programme
* Generating, Managing and Promoting the Use of Knowledge and Information
* Facilitating Quality Programmatic Results
* Managing the Organizations Financial Resources
* Providing Procurement Services
* Ensuring Facilities and Assets Management

**Compensation and Benefits**

UNFPA offers an attractive compensation package commensurate with experience. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

No hard copy applications will be accepted. All applications must be submitted through the UNFPA Recruitment Platform. Only short-listed applicants will be acknowledged.

**Disclaimer**UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

**Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**