UN-REDD Sri Lanka Programme: Supporting the REDD+ Readiness Process

**Terms of Reference**

**Finance Assistant**

**Background**

The UN-REDD Programme is the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in January 2012 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

As a partner country of the UN-REDD Programme, the Sri Lanka is committed to developing the necessary capacity to implement REDD+ according to the components of REDD+ readiness jointly identified by UN-REDD and the Forest Carbon Partnership Facility (FCPF) of the World Bank. The national programme will thus contribute to ensuring that Sri Lanka is prepared to effectively participate in the REDD+ mechanism resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD programme in Sri Lanka is “support the Government of Sri Lanka in catalyzing the establishment of key mechanism and process and development of capacities, required to implement REDD+.” This objective will be secured through the following five Outcomes:

(i) National Consensus reached on the Sri Lanka REDD + programme;

(ii) Management Arrangements contributing to the National REDD+ Process defined;

(iii) Improved Stakeholder Awareness and Effective Engagement;

(iv) National REDD+ Strategy and Implementation Framework developed:

(v) Forest Monitoring System for REDD+ Activities developed.

To implement the national programme, a UN-REDD Programme Management Unit (PMU) will be established at the Forest Department (FD) of the Ministry of the Environment. The PMU will be led by a Programme Manager (PM) who will support FD to ensure smooth implementation and coordination on a daily basis. The PM will report to the National Project Director.

To provide financial management support to the programme, a Finance Assistant (FA) will be recruited and based at the PMU. The FA will be part of the PMU and will report to the Programme Manager (PM).

**Objectives**:

Under the guidance of the PM, the FA shall be responsible for providing financial support to the programme, ensuring the smooth functioning of financial systems established by the programme. He/she is responsible for the accuracy and appropriateness of disbursements; maintaining the set of books required according to accounting procedures, classifying and summarizing financial transactions of the project and the generation of required financial reports based on both government and UN Organizations’ regulations. She/he is also responsible for ensuring that the other books of accounts such as subsidiary ledgers and special registers are kept up-to-date and available anytime for the government and the UN Organizations for inspection.

**Specific responsibilities are as follows**:

* Establish financial systems and procedures consistent with the government’s and UN’s existing guidelines for project staff, consultants and subcontractors;
* Develop and implement a proper archiving system for all programme and finance related files, reports and correspondence for easy access and future reference;
* Prepare vouchers for payments, maintain and monitor records of all disbursements of the Programme; validate disbursements; and participate during audit as required by UN-REDD;
* Prepare updated reports on disbursement, and advise the Programme Team on the overall financial status of the project;
* Prepare and process financial reports required by the UN Organizations;

**Expected Results/Deliverables**

* Detailed SOPs for finance management system and procedures;
* Relevant finance-related files and documents;
* Monthly, quarterly and annual financial reports.

**Recruitment Qualifications:**

Education: A degree in Bachelor of Accountancy and financial management and/or other professional qualifications such CIMA, AAT, ACCA, CMA, Chartered Accountancy, etc.

Experience: A minimum of 5 years experience in project management/financial/office management; knowledge of UN financial procedures is an advantage; excellent computer skills, including proficiency in the use of basic office software packages, electronic email and experience in handling web-based communications and management systems.

Language Requirements: Proficient in English language, spoken and written.

**Duration:** One year, renewable for duration of the Programme

**Duty Station:** Colombo

**Expected Places of Travel (if applicable):** Limited (in-country only)

**Remuneration:** To be determined depending on qualifications