


**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT  
FINANCE CONSULTANT**

TERMS OF REFERENCE	
Hiring Office:	UNFPA Ghana Country Office
Purpose of consultancy:	To ensure the effective functioning of financial operations and systems in support of the programme and office management. He/she works closely with operations and programme staff, providing financial monitoring and analysis of programmes and advising managers on expenditure trends and implementation rates.
Scope of work:  (Description of services, activities, or outputs)	<p>The consultant will undertake the following duties in the Finance office:</p> <ul style="list-style-type: none"> <li>• Assists the Finance Assistant with Petty Cash reconciliations, replenishments, and recording.</li> <li>• Assists with preparing monthly payment schedules for the office suppliers, partners, consultants, and Youth Leadership Fellows.</li> <li>• Assists with preparation of monthly reconciliations on Valued Added Tax (VAT), and Project Advances Account.</li> <li>• Assists with preparation of fuel reconciliations, recoveries and replenishments.</li> <li>• Assists with preparation of monthly cash projections to UNDP.</li> <li>• Assists with reviews and clearance of DEX and NEX workplans or revisions.</li> <li>• Assists with review of supporting documents submitted to Finance for processing, including weekly review of AoDocs, Payment Requests processes, and ensure that that all approved payments are processed by Finance within two working days of receipt.</li> <li>• Follows up with UNDP to ensure release of payments processed as per payment cycle schedule.</li> <li>• Assists with receipt and calculation of F10s (Travel Claims) within two working days.</li> <li>• Assists with updating of and follow up of Invoice Payment Monitoring table within one month of receipt of the invoice(s).</li> <li>• In close collaboration with the Finance Assistant ensures that the monthly WCARO Operations checklist is completed as scheduled, including assisting the International Operations Manager for follow up for timely completion of the checklist.</li> <li>• Works with Operations personnel to ensure compliance with internal control processes, documentation and filing of financial documents in hardcopies and electronically.</li> <li>• Effectively provide general research support from Records, reports and prepares periodic and adhoc reports on administrative and financial issues for committee.</li> <li>• Assists with audits, spot checks, or verifications exercises, as required.</li> <li>• Any other duties assigned by the supervisor.</li> </ul>
Duration and working schedule:	The individual consultant is expected to be engaged for six (6) months from between <b>July 2023 to December 2023</b> .
Place where services are to be delivered:	This service will be delivered in Ghana, specifically the UNFPA Ghana Country Office.
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<ul style="list-style-type: none"> <li>• All deliverables are to be submitted electronically (soft copies) or hard copies.</li> <li>• All products developed by the consultant will become the property of UNFPA.</li> </ul>

	<ul style="list-style-type: none"> <li>An end of consultancy report will be submitted at the end of the consultancy which will include performance assessment and certification by the supervisor.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Under the overall supervision of the International Operations Manager, the consultant will work under the direct supervision of the Finance Assistant and submit a monthly report on all tasks/duties performed on a monthly basis together with attendance report and certificate of payment.
Supervisory arrangements:	The Consultant will report to the Finance Assistant under the supervision of the International Operations Manager.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p><b>Academic Requirement:</b></p> <ul style="list-style-type: none"> <li>An undergraduate degree in accounting, business administration, finance, public administration or another related field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 5 years progressively responsible experience in finance in a public or private sector environment.</li> <li>Proficiency in current office software applications, web-based management and ERP financial systems.</li> <li>Prior experience with UNFPA or UN agencies, preferable.</li> <li>Detailed knowledge and understanding of clerical, administrative, secretarial best practices and procedures within a multicultural corporate environment.</li> </ul> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>Fluency in spoken and written English.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:	Office equipment and materials, including email and working space.
Other relevant information or special conditions, if any:  COA:	<b>GHA08OPE-ACTIVITY10, FPA90, PU0074</b>
Signature of Requesting Officer in Hiring Office:  Name: Ritesh Mistry International Operations Manager  Date: 21-Jun-2023	<p>DocuSigned by:</p>  <p>C4D430A732A2442...</p>
Signature: Approved by the Representative  Name: Dr. Walfred Ochan  Date: 22 June 2022	