



## **Terms of Reference: Operations and Finance Administrator**

### **Natural Infrastructure for Water Security Project**

Forest Trends seeks an Operations and Finance Administrator that will be responsible for overseeing the operational, financial, and administrative functioning of the Natural Infrastructure for Water Security project office in Lima, Peru. He/she will work with Lima-based technical team, Forest Trends administration, and Forest Trends' partners to ensure compliance with USAID regulations in all non-technical aspects of project administration. He/she will supervise financial and management processes such as procurement, accounting, tax reporting, and human relations requirements, as well as the functioning of the office, and supervise administrative staff which include the finance team, the contracts and award specialist and the operations officer.

This position will be contracted as a full-time staff position in Forest Trends' office in Lima, Peru, under Peruvian labor laws with all corresponding state-mandated benefits. Forest Trends offers a competitive compensation package commensurate with experience and private health insurance. The Operations and Finance Administrator reports directly to the Project Deputy Director.

### **ABOUT THE NATURAL INFRASTRUCTURE FOR WATER SECURITY PROJECT AND FOREST TRENDS**

The Natural Infrastructure for Water Security (NIWS) Project works to scale-up the conservation, restoration, and sustainable use of ecosystems and indigenous technologies to reduce water risks such as drought, floods, and water pollution. To achieve this goal, the Project works to improve enabling conditions for adopting natural infrastructure solutions to water challenges; to improve the information generated and used by decision-makers to inform investments in natural infrastructure; and to facilitate the design, financing and implementation of natural infrastructure projects. Additionally, the Project has a mandate to mainstream a gender perspective across its activities and works to reduce gender inequalities in water resource management and in natural infrastructure solutions.

The NIWS Project is led by Forest Trends, with our local partners CONDESAN and the Peruvian Society for Environmental Law (SPDA), as well as international experts EcoDecisión and researchers from Imperial College London. The Project is executed through a cooperative agreement with USAID. It is financed by USAID and the Government of Canada. It began implementation in December 2017 and is programmed to conclude in June 2023.

Forest Trends is a non-governmental organization based in the United States that works to conserve forests and other ecosystems through the creation and wide adoption of a range of environmental finance, market, and other payment and incentive mechanisms. Forest Trends does so by:

- Providing transparent information on ecosystem values, finance, and markets through knowledge acquisition, analysis, and dissemination;
- Convening diverse coalitions, partners, and communities of practice, to promote environmental values and advance development of new markets and payment mechanisms;
- Demonstrating successful tools, standards, and models of innovative finance for conservation.

### **RESPONSIBILITIES**

The Operations and Finance Administrator's primary responsibilities will include:

- Implement and oversee compliance with financial, procurement, and management processes, developing new processes where necessary to complement existing Forest Trends policies and USAID regulations, in close coordination with Forest Trends Finance and Operations Department as well as with our partner organizations.



- Support the technical teams and partner organizations to follow and comply with procurement and subcontract/grant processes and USAID requirements
- Oversee office accounting, Peruvian tax and social benefits reporting and management, including liaising with legal counsel to ensure project and organizational compliance with all legal and financial responsibilities, including timely renewals as needed of Forest Trends' tax exemption status
- Liaise with U.S. Operations and Finance staff to adapt FT policies and or develop new policies with legal counsel in Peru for Peru Office including internal controls, accounting manual, employee handbook, travel policy, procurement policy, subaward monitoring policy, etc.
- Supervise the logistics of operating the project office to support the achievement of project results, including responsibility for assuring office security, cleaning and maintenance, and Information Technology service.
- Assist the Deputy Chief of Party in maintaining quality control and high standards of USAID procurement, subcontracting, grant-making, and financial reporting.
- Prepare budget execution reports and assist Deputy Chief of Party in following up on procurement plan execution.
- Participates in annual project work planning and budgeting process for USAID and Forest Trends Head Quarters.
- Respond to USAID financial management and contracting office regarding contractual, budget and invoicing issues.
- The OFA reports to the Deputy Chief of Party and supervises and manages the administrative staff, which may include the Project Accountant, Operations Officer, Acquisition & Awards Specialist, etc.
- Other duties as required by the Project Director and Deputy Director

## QUALIFICATIONS

Required qualifications:

- Undergraduate degree in accounting, business administration, or other relevant degree.
- Minimum of 5 years of USAID project management experience, with increasing responsibility. Experience managing staff and teams required.
- Familiarity with USAID procurement, file retention, approvals, and financial management rules and regulations, as well as managing USAID grants and/or subcontracts required.
- Knowledgeable of Peruvian tax, accounting, and personnel benefits rules and regulations required.
- Experience in interfacing with technical teams to develop and implement effective, efficient financial and compliance systems, including experience building capacity of staff on these systems.
- Clear communicator (written and verbal); fluency in Spanish and professional English.
- Commitment to the mission of Forest Trends.

## INSTRUCTIONS FOR CANDIDATES

Qualified candidates should submit their CV and a cover letter explaining their experience relevant to the responsibilities of the position, noting their salary expectations, and including at least 2 professional references, to [infraestructuraverdeinfo@forest-trends.org](mailto:infraestructuraverdeinfo@forest-trends.org), no later than Sunday, April 26, 2020. **Candidates are encouraged to apply sooner if possible, as applications will be considered on a rolling basis.**