



Background

IUCN Global Finance Group requires additional support and resources during the year-end closing period where year-end financial closing and reconciliation packages are prepared by our offices. The work is to be done in Switzerland or as necessitates on site at another IUCN office depending on the work commissioned.

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Scope and methodology

1. Year-end financial close and consolidation support

Maximum days for this work will be based on the number of offices and the size of the offices to be reviewed and secondly the number of accounts for global analytical review.

Indicatively, time for office review is:

Size of office	
Small – under CHF 1 million	6 hours
Large – over CHF 1 million	10 hours

The consultant will be asked to review between 10-15 year-end financial packages.

The tasks will include:

- Review of offices year-end package
 - Review and follow up of all balance sheet reconciliations
 - Review of general ledger and subledger reconciliations auto generated from Jet reports
 - The list of items for review for each office is included in Annex 1
- Assist in the reconciliation of internal allocations globally at the consolidation level
- Assist in the clearing of the inter company balances for the offices
- Variances analysis for balance sheet accounts, salary/staff costs and staff related provision accounts at the global level
- Assist in collecting and compiling data for the notes to the financial statements
- Annex 1 provides an example of the year-end financial package

2. Financial reconciliation work :
(approximately 10-20 days per consultancy; ad-hoc work)

- Reconciliation activities to be performed
 - Balance sheet reconciliations for accounts not linked to a subledger
Accounts identified at the General Ledger (GL) level, not linked to a subledger, for reconciliation and analysis which could include: prepaids, other accounts receivables, accruals, withholding tax payable, salaries and social charges payable and provision accounts, suspense accounts and hosted organisation advance accounts
 - Cash and Bank Subledger
Reconcile and clear the Cash in Transit account and reconcile and make corrections for the GL to the SL reconciliation for Cash and Bank
 - Account Receivable (AR) Subledger (SL)
Analyse the AR aging report and identify if there are any old items for follow-up and potential adjustment. Reconcile the GL to the SL for AR accounts and identify differences for correction. Coordinate with office to complete the corrections.
 - Account Payable (AP) Subledger
Analyse the AP aging report and identify if any old items and unusual balances. This includes the three types of AP vendor categories: Implementing Partners, Staff vendor and Suppliers. Reconcile the GL to the SL for AP accounts or identify differences for correction. Coordinate with office to complete the corrections.

- Improvements to be implemented

As part of the review and reconciliation process document recommendations to help the office to improve the timeliness and accuracy of the regular reconciliation process for their offices. Provide training and templates to the local staff to continue the process to reconcile balance sheet accounts.

3. Financial compliance and investigation
(approximately 10-20 days per consultancy; ad-hoc work)

Work in this area can be varied: from work on a specific project or office level to global IUCN compliance with policy and procedures.

A sample of this work can relate to:

- Determine whether the financial records are following IUCN's policy and procedures including:
 - Ascertain whether the IUCN process for recording financial transactions followed standard IUCN procedures and that they were accurately recorded.

Annex 1

Example questions and tasks in the year-end financial package submitted by offices:

Task Title

Task Title	Description (additional information on each task available in the guidance notes)