

Global Finance Group
RfP Reference: IUCN-23-10-P90008
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Attachment 1

Terms of Reference

Finance and Accounting Consultant

Objective

The objective of the Finance and Accounting Consultant RfP is to select up to two consultants to provide financial and accounting services on a periodic basis. The successful consultants selected through this RfP process will be in place for five years. Individual consultancy contracts will be prepared for each piece of work to be done.

The work can be summarised into three major categories:

- Year-end support to review balance sheet reconciliations and other year-end tasks
- Support to IUCN offices to perform reconciliations and train staff on the reconciliation process
- Special financial investigations and project work

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. Year-end review work is done in Switzerland as the reconciliations and the year-end packages are embedded as part of the IUCN finance system.

Work to support IUCN offices to complete balance sheet and other reconciliations and special financial investigations and projects are periodic and ad-hoc and can be done based in Switzerland or as necessitates on site at another IUCN office depending on the work commissioned.

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	Estimated time for review and follow up
Small – under CHF 1 million	6 hours

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 clearing subledger for company balances for the 1991 to 1994 period (TT0.002724362) TT0.1c6(5)cc(9)708

Annex 1

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

Accruals and Accounts Payable entries check	Ensure all Accruals and Accounts payable entries in NAV are complete

