

Addendum 1

FINANCE-VOUCHER (55%)

1. Examine a full range of ILEA vouchers for training programs and operations. Vouchers examined include the most difficult and complex type of vouchers, and often involve multiple funding sources (obligation numbers), requiring to track, review and audit ILEA San Salvador and Lima Peru ILEA Regional Training Center (RTC which falls under the responsibility of ILEA SS Financial section) program documentation and related fiscal data. This includes to request via e-mail to 27 posts (Latin American and the Caribbean US Embassies) all documentation per each of the trainings: E2 travel authorizations, advances, travel vouchers, airline tickets and travel agency fees vouchers, invoices and supporting documentation of the participant's travel expenses, printing them and reviewing the expense according to the funds allocated to each country, number and name of the participants that attended the training and the fiscal data used and reviewing the E2 travel voucher fees. Also request of reimbursement of per diem and airline tickets if it's needed and verify and request the clearance of outstanding open advances. For Peru, examine, track, request, review and audit a wide variety of operating expense vouchers including the most difficult and complex vouchers associated with the operations of the ILEA RTC in Lima: leases, utilities, purchase orders, credit card statements, petty cash orders, training expenses spreadsheets, reports, control, made in the RTC against ILEA's accounts.

The voucher examination process includes verification that: 1) multiple funding sources are applied correctly (obligation number is different per each training); 2) documentation is authentic, accurate, internally consistent and adequately supports claims; 3) appropriate administrative approvals and evidence of receipt are included; 4) sufficient funds have been committed or reserved in advance; 5) duplicate payments have not been made; 6) payments are in accordance with applicable laws, regulations and procedures; 7) verify the general and administrative expenses, field support expenses, etc; 8) resolve questions, collect additional information and obtain additional documentation as required.

2. File a copy (hard copy) of all processed vouchers, travel vouchers and accounting supporting documentation of all ILEA transactions, as well as recorded digitally (scanning all documentation) following a determined list, which comes from the monthly certifications done by the Finance & Admin. Manager in order to have every expense documented. Responsible of the filing cabinets. Also do monthly back-ups of all accounting / financial / administrative information.

3. Support in the preparation of the ILEA Administrative/Financial Annual Summary Report for each fiscal year, gathering and collecting information as monthly number of travel vouchers processed, advances, per diem reimbursements, airline tickets refunds, collections, etc, helping gathering data requested, photocopying, putting together the report and others.

4. Provide expert guidance to ILEA activity managers, contractors, and other participating organization personnel regarding the voucher examination process and ILEA regulations and procedures.

TRAVEL (30%)

5. Draft the administrative and fiscal data cable of the ILEA San Salvador and ILEA Latin America training programs in SMART, requesting by e-mail travel estimates (travel agencies quotations) to each different post that had been invited to attend the training, in order to get the most accurate estimates of airfares and filled the draft cable with that information, as well as administrative last details. This includes sending the travel estimates request e-mails, travel expenses calculations per country, drafting and sending to FMO (San Salvador and Mexico) the memo requesting to obligate funds and the fiscal data for each of the ILEA trainings, drafting the cable with all the information by SMART following the specific template and inputting data as Tags, References, Action pass line, etc. and send it for clearance, review and approval to ILEA directors.

6. Assist in all ILEA staff official travels, drafting the Request for Official Travel Authorization (ROTA) and being the ILEA E2 Travel arranger. Process the staff Travel Authorizations, Advances and Travel Vouchers, reviewing them and collecting the hotel invoices or other travel receipt, liquidating the trip sending those vouchers to FMO. Be aware of the delinquent status of ILEA staff trips and clear them.

7. Responsible of drafting the memos requesting payment of ILEA participants per diem when embassies have problems at their posts. This includes drafting the memo, the Temporary Duty Official Travel Authorization and the Purchase Order, Receiving Report and Voucher forms putting the accounting data (fiscal data), information of the training, dates, name of the participants, detailed amount per participant (calculation) and the total amount requested. Pick up the cash or the checks at the US Embassy and pay to each participant made them sign the delivery report.

ADMINISTRATIVE (15%)

8. Control the ILEA's storage room inventory. Processing all the in/out of uniforms/ products/supplies/equipment/class supplies of the storage room recording these transactions in a determined spreadsheet. Conduct and supervise an annual physical inventory of ILEA's storage room. Accounts for what ILEA issued and received and that goods are received in stock on time. Track all supplies that are pending to deliver and monitored against demand levels assuring that supplies be available when need it. Place the products and supplies inside the shelves in the storage room.

9. Assist in the administration of resources with process knowledge and approach, seeking every opportunity of processes improvement, optimizing ILEA operations in order to be more efficient, with financial, human, materials and

technical resources, facing the opening and operation of Phases II and III of the ILEA facilities.

10. Serve as backstop for the ILEA Finance and Administrative Assistant.

11. Maintain a close relationship with US missions' personnel, USG staff, etc.

12. Work on special projects or reports requested by INL/WDC, research or payment practices and other tasks as assigned by supervisor. Provides support in any administrative and finance matter requested. Perform other duties as directed by the ILEA's Finance and Administrative Manager, Director and Deputy Director.

13. Directly use of a Government provided Computer and is responsible for its security in accordance with Department of State security regulations. Analytical and decision making abilities required, word processing and spreadsheet familiarity, ability to collaborate and communicate effectively with ILEA personnel and embassies personnel, control workflow, organize, must be computer literate.