



# United Nations Population Fund

## Job Description

Job Title	National Post: Finance Associate
Location	Damascus, Syria
Full/Part Time	Full-time

**How to Apply:** Interested and qualified candidates can apply through: [Link to submit your application](#)

### Rotation

This post is non-rotational.

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### Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

**Closing Date:** 2 May 2024

**Contract type:** Temporary Appointment

**Duty Station:** Damascus, Syria

**Duration:** 6 Months

**Supervisory arrangements:** You will report to the Operation Manager/ head of finance unit

### Job Purpose:

You will support the effective management of UNFPA programme activities in the areas of population and development, reproductive health and gender.

Possessing a depth of knowledge of UNFPA financial rules, guidelines, and processes, you will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. You will act in an advisory manner to programme / project staff to maximize the impact of financial resources in delivering programmes / projects.

**Tasks and Responsibilities:**

- Supporting the monitoring of programme financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
- Developing effective mechanisms for monitoring programme and project budgets; coordinating compilation of financial data; and regularly providing accurate, up to date financial information to HQ and regional offices.
- Interpreting financial policies and procedures and providing training and guidance to staff and project managers. Striving to identify innovative ways in which programme financial needs can be met within existing policies.
- Assisting in the management of the CO budget, by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions as required.
- Maintaining an effective financial recording and reporting system, internal control and audit follow-up; and processing financial transactions in an accurate and timely way.
- Reviewing and monitoring charges for common services and cost recovery, taking into account maximum cost efficiency; representing UNFPA's interests in financial negotiations and agreements.
- Supervising administrative and clerical staff as required.

**Education and Experience:****Education:**

Completed Secondary Level Education required. First level university degree in Finance, Business, Public Administration or similar discipline desirable

**Knowledge and Experience:**

- Six years of relevant experience in administration, finance or office management.
- Proficiency in current office software applications, web-based management and ERP financial systems.

**Languages:**

Fluency in English & Arabic; knowledge of other official UN languages

Open to Syrian nationals only.

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Due to the volume of applications received, only shortlisted candidates will be contacted for an interview