

Job Title: Finance Assistant SC5 Damascus VA022-2018

DEADLINE FOR APPLICATIONS

From 07-March-2018 to 21-March-2018

CONTRACT TYPE & DURATION

Type : Service Contract Contract

Duration : 6 months.

ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ), and report to the Head of Unit, Chief, Finance Officer, or the designate.

At this level job holders are expected to take responsibility for completion of a range of finance/budget related processes and activities requiring some interpretation of standard guidelines/practices. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff.

JOB PURPOSE

To support effective delivery of finance, budget and administration support services in order to facilitate transparent and efficient utilization of financial resources.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Assist in providing the procedural and technical support to staff within the areas of finance and budget, to ensure compliance with WFP financial policies, rules and regulations.
2. Monitor monthly expenditure forecasts and provide expenditure reports in order to facilitate informed decision-making.
3. Monitor the sub-imprest bank and petty cash accounts regularly, to ensure that adequate funds are available and appropriately disbursed.
4. Verify vendor claims, advances and other receivables and observe appropriate procurement procedures, to ensure that suppliers are paid in a timely manner and in conformance with WFP finance rules and regulations.
5. Assist in compiling information from various sources in order to prepare reports relating to budgets, accounting, finance and statistics.
6. Retrieve, format and validate information obtained from various financial information systems and bring any discrepancy or inaccuracy to the attention of the supervisor and follow up corrective actions.
7. Perform administrative duties related to the monitoring and recording of fixed assets, spend on fuel and spare parts for vehicles and generators, to ensure that the databases are accurately updated.
8. Maintain the web-based register for all invoices and payment transfers and record paperwork, to ensure that all documents are maintained and filed in compliance with WFP standards and guidelines.
9. Monitor and record all expenses in line with the approved budget in order to ensure that correct expenditure costs are charged and payments to external suppliers, cash grants and other supplier invoices are processed in a timely manner.
10. Provide guidance and on-the-job training to other support staff, to ensure services are delivered consistently and to the required standards.

STANDARD MINIMUM QUALIFICATIONS

Education: Completion of secondary school education. A post-secondary certificate in the related functional area is desirable.

Experience:

- At least four years of progressively responsible work experience in general administrative work including at least two years in the field of finance, accounting, or audit.
- Has experience collecting and monitoring financial data on projects and programmes, assessing financial health and status, and reporting findings to senior leaders

Language: Fluency (level C) in English and Arabic languages

FUNCTIONAL CAPABILITIES

Capability Name	Description of the behaviour expected for the proficiency level
Internal Controls & Compliance	Demonstrates basic knowledge of internal controls, risk management, and monitoring mechanisms and their applicability to WFP's critical activities.
Performance Budgeting, Analysis & Reporting	Demonstrates participation in business planning efforts by developing basic project-level budgets and forecasts, incorporating information from various sources as appropriate to monitor KPIs.
Resource Management	Demonstrates ability to track and compile reports on HQ and Field staffing and resource usage on a project-level basis.
Financial Mgmt. & Accounting Principles	Applies knowledge of financial and accounting principles and practices to ensure compliance with WFP policies, applicable procedures and accounting standards.
Supply Chain and Operations Knowledge	Demonstrates basic understanding of WFP programme, implementation, and supply chain principles (including project modalities & structures).

TERMS AND CONDITIONS

- Please upload your CV in English
- Only short-listed candidates shall be contacted
- Candidates must get an auto confirmation email once applying
- **Female candidates are strongly encouraged to apply**

How To Apply:

WFP candidates:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=77662&company=C0000168410P&username=>

External candidates:

<https://career5.successfactors.eu/sfcareer/jobreqcareer?jobId=77662&company=C0000168410P&username=>

Female applicants and qualified applicants from developing countries are especially encouraged to apply

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.