

Job Title: Finance Associate G6 Homs VA031-2019

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles. Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

DEADLINE FOR APPLICATIONS

From 14 April 2019 till 28 April 2019

TYPE OF CONTRACT/DURATION

Type of contract : Fixed Term contract

Duration : one year

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, or Finance Officer. At this level job holders are expected to demonstrate responsibility and initiative to respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis. Job holders are expected to manage resources and coach and coordinate a team of support staff, or specific support service(s).

JOB PURPOSE

To coordinate and provide finance, budget and administration support services involving the recording and interpretation of financial and budgetary information to ensure the efficient functioning of the support services and inform decision-making.

KEY ACCOUNTABILITIES (not all-inclusive)

1. Provide 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. Support the development and implementation of financial policies and procedures, and assist in setup and implementation of proper accounting procedures, systems and internal controls.
3. Monitor the daily cash position in order to optimize the use of surplus cash and maximize returns on investment through the liquidity portfolio.
4. Monitor the centralised registry system in order to process all payments to internal staff and invoices to external suppliers in a timely manner and in accordance with WFP standards.
5. Contribute to the preparation, implementation and monitoring of budgets, monitor expenditure and budget forecasts, to ensure that relevant future funding requirements are met.

6. Co-ordinate with other teams in order to ensure that all financial and administrative services are being performed efficiently and in line with the needs of the wider team.
7. Monitor account balances and process financial transactions in an accurate and timely manner, to avoid the occurrence of an overdraft.
8. Monitor and analyse general ledger accounts in order to initiate and achieve corrective actions.
9. Compile data from the WFP database and systems in order to assist in generating and analysing financial reports on a monthly basis.
10. Allocate tasks to other support staff, provide guidance and on-the-job training in management of financial resources (e.g. managing the petty cash/sub-imprest account, review and analyse vendor and balance sheet accounts, etc.), to ensure services are delivered consistently and to the required standards.
11. Remain on stand-by and follow standard emergency preparedness practices in order to meet immediate emergency requirements for further service on the job and in the field.
12. Answer a range of queries related to the provision of administrative services in order to support the resolution of daily issues.
13. Coordinate the activities of a team of staff working in the area, to ensure individual and team objectives are met in compliance with all relevant regulations, policies, and procedures, and performance plan.
14. Provide training and guidance to staff in interpretation of administrative procedures, policies, processes, and use of corporate systems to ensure consistency and efficiency of services provided to all clients.
15. Any other related task as required.

4Ps CORE ORGANISATIONAL CAPABILITIES

Purpose

- Understand and communicate the Strategic Objectives: Coaches team in the most effective ways to communicate WFP's Strategic Objectives to WFP team and partners in the field.
- Be a force for positive change: Implements new methods or tools to improve team's work processes and productivity.
- Make the mission inspiring to our team: Maps team's activities and tasks to specific successes in beneficiary communities to showcase positive impact.
- Make our mission visible in everyday actions: Explains to teammates how each unit contributes to the overall WFP mission.

People

- Look for ways to strengthen people's skills: Identifies skill development opportunities such as training modules or on-the-job experiences for self, colleagues and direct reports.
- Create an inclusive culture: Facilitates team building activities to build rapport in own unit.
- Be a coach & provide constructive feedback: Facilitates the pairing of junior colleagues with coaches within own team.
- Create an "I will"/"We will" spirit: Proactively anticipates potential challenges and develops mitigation plans to ensure that team meets goals and targets.

Performance

- Encourage innovation & creative solutions: Identifies opportunities to be creative in own work and to help team be more innovative and accurate in their respective tasks and areas of work.
- Focus on getting results: Monitors team's deliverables and provides feedback to ensure outcomes are delivered consistently and accurately.
- Make commitments and make good on commitments: Provides accurate guidance to team on expected responsibilities and tasks, whilst also upholding own commitment to the team.
- Be Decisive: Sets an example and provides guidance to junior team members on when to escalate issues when faced with challenging issues in the workplace or in the field.

Partnership

- Connect and share across WFP units: Facilitates partnerships with other WFP units to accomplish missions in the field.
- Build strong external partnerships: Sets an example and provides guidance to team on how to build relationships with external partners.
- Be politically agile & adaptable: Articulates to colleagues or direct reports the value of contributing to other WFP teams and agency partnerships in fulfilling WFP's goals and objectives.
- Be clear about the value WFP brings to partnerships: Organizes, monitors, and prioritizes own and team's efforts to ensure that they will fulfill the needs of internal and external partners.

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).

STANDARD MINIMUM QUALIFICATIONS

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

Language: Fluency in both oral and written communication in English and Arabic

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- ***At least five years of progressively responsible work experience with organizations /companies including at least three years in the field of finance, accounting, budget, audit and administrative department, or other related fields.***
- Has experience assessing financial health and stability of C&V projects and other programming initiatives to verify compliance with in-country local laws.
- Has experience working with auditors and other third-party vendors.
- Has solid administrative experience with understanding of administrative operating standards

TERMS AND CONDITIONS

- Please upload your professional CV in English in **PDF format** making sure to include the following in terms of "Experience":
 - **Company/Organization name and scope of work of the organization**
 - **Exact Position Title**
 - **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
 - **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
 - **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- A proof of your experience will be required in the final stage of recruitment.
- *Only short-listed candidates, who meet the minimum requirements for the advertised position, shall be contacted.*
- *Candidates must get an auto confirmation email once application is submitted.*

HOW TO APPLY

(If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar)

Internal candidate:

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=104804&company=C0000168410P&username=>

External candidate:

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=104804&company=C0000168410P&username=>

As WFP is dedicated to the goal of building a diverse and inclusive workplace and committed to have a multicultural environment to foster creativity and productivity,

Females and Individuals with Special Needs are strongly 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.