

**United Nations High Commissioner for Refugees (UNHCR)  
Branch Office Damascus, Syria**

**Vacancy Announcement No. UNHCR/VN/ 2018/47  
Internal/External Circulation**

<b>Position Title:</b> Snr. Finance Assistant	<b>Position Level:</b> G5	<b>Date Issued:</b> 4/06/2018
<b>Position No.:</b> 10027629	<b>Report To:</b> Associate Finance Officer	<b>Closing Date:</b> 18/06/2018
<b>Section/ Unit:</b> Finance	<b>Duty Stations:</b> Damascus	<b>Contractual Status:</b> Fixed-Term Appointment

**Availability of the Post:** Immediately

**Accountability**

- Financial transactions and reconciliations are processed in line with relevant policies and procedures.
- Financial reports are provided as per financial guidelines and when required.

**Duties and Responsibilities:**

- Maintain financial records for project or other office accounts for which responsibility is assigned. Record receipts and payments, assure accuracy of computation and completeness of documents and maintain continuing status of allotments against obligations.
- Prepare recurring reports on assigned accounts, noting problems resulting from excess cost or less-than-expected receipts. Prepare special reports to clarify problems or as requested for other reasons.
- Calculate and compile cost estimates and projected budget requirements and assist in preparation of budget statements for area of assignment.
- Prepare routine correspondence and maintain contracts with others to discuss matters concerning accounts and related assignments.
- Maintain contacts with local banks to clarify questions pertaining to office bank accounts.
- Brief and assist new staff on basic financial procedures and requirements with respect to payments, entitlements, banking and currency provisions and other requirements relating to accounts and finance.
- Perform other related duties as required.

**Authority**

Initiate correspondence to verify data, answer queries and obtain additional information on accounts and financial transactions, as required.

**Qualification Required**

**Education and Skills:**

- Completion of secondary education with post-secondary training/certificate in Accounting, Business Administration, Finance or related fields.

**Experience:**

- Minimum of 5 years of relevant work experience.
- High level of IT affinity (MS Office applications, People Soft).

**Languages:**

- Fluency in English and working knowledge of another relevant UN language or local language.

**Desirable Qualifications & Competencies:**

- Knowledge and work experience of MSRP Finance applications.
- Good knowledge of UN/UNHCR Financial rules and procedures.
- Completion of UNHCR learning programmes or specific training relevant to the functions of the position.
- Working knowledge of another relevant UN language.

Please apply in writing by completing and signing the Personal History Form (as per link below) and including an up to date CV as well as your motivation letter. Please also indicate the following vacancy announcement number, position title and location: **UNHCR/VN/2018/47, Senior Finance Assistant, Damascus**

All applications must be submitted by e-mail to: [SYRDAHUMANRES@unhcr.org](mailto:SYRDAHUMANRES@unhcr.org) indicating the vacancy number. No hard copies (paper applications) will be accepted.

Applications received will not be acknowledged, only the successful candidates will be notified of the outcome of the competitive process, and will be invited for a written test and an interview.

**Non Syrian Arabs must attach their valid residence permit as well as a valid work permit. Applications received without these documents will not be considered.**

A Personal History Form is attached for ease of reference and can also be downloaded from the following link: <http://www.unhcr.org/recruit/p11new.doc>

**Please note that the Personal History Form is mandatory and must be SIGNED by the applicant.**

**Distribution:**

All UNHCR staff members in Syria  
UN organizations in Syria  
Specialized Agencies  
Diplomatic Missions  
International NGOs  
Non-government Organizations  
Embassies