

## Finance Assistant (SC5) Damascus OA080-2024

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documents are maintained and filed in compliance with WFP standards and guidelines.

- Ensure supplier invoices are processed in a timely manner.
- Monitor and clearing of the day-to-day payments of unreconciled advances; to raise and park receipt vouchers of identified payment on daily basis.
- Monitor and perform reconciliations of all customers and vendor accounts related to UNHAS services.
- Review of Aviation's fuels, rent, handling, tarmac access, furniture's, catering and crew and all other aircraft associated costs reimbursement and Casual labour payment requests by ensuring appropriate approvals were granted upfront, computations are free of mistakes and payments are not duplicated.
- Review creation of customers' accounts forms after receipt from agents for review and certification by FO and submission by Vendor focal point to vendor master department.
- Update Customer payments in Takeflite Accounts and reconciling agent accounts in WINGS and Takeflite on a monthly basis.
- Prepare proforma invoices for special flights requested by customers, and final invoices for special flights after the flights are performed.
- UNHAS funds management including fund reservation management, expenditure forecast, and sustainability report.
- Issuing monthly invoices to all agents based on actual booked tickets throughout the month.
- Costing all flights on Takeflite after verifying flight information with Aviation focal point.
- Prepare/ Park journal vouchers
- Manage staff cash payments including Danger Pay and down payment processing. Coordinate monthly withdrawals
- Post trips as authorized
- Assist with other country office finance unit related matters when required.

### QUALIFICATIONS & EXPERIENCE REQUIRED:

#### Education:

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

#### Experience:

At least 5 years of experience, composed of (3) years of experience in finance and (2) years in any other field, preferably in finance.

#### Knowledge & Skills:

Has experience collecting and monitoring financial data on projects and programmes, assessing financial health and status, and reporting findings to senior leaders

#### Languages:

General Service (Field): Fluency in both oral and written communication in English and Arabic