



## VACANCY ANNOUNCEMENT VA No. 001/2015

The Office of the United Nations World Food Programme in Syria is currently seeking a qualified candidate for the following post:

|                      |                   |                     |                  |
|----------------------|-------------------|---------------------|------------------|
| <b>Issuing Date</b>  | 19 January 2015   | <b>Closing Date</b> | 02 February 2015 |
| <b>Post Title</b>    | Finance Assistant | <b>Duty Station</b> | Damascus         |
| <b>Contract Type</b> | Service Contract  | <b>Grade/Level</b>  | SC4              |
| <b>Duration</b>      | Six Months        | <b>Unit</b>         | Finance          |

### Duties and Responsibilities:

Within the assigned unit and delegated authority and under the direct supervision of the Senior Finance Assistant, the Finance Assistant will be responsible for the following duties:

- Extract and input data from various sources in financial or accounting systems;
- Respond to accounting, budget or financial queries regarding data from staff in the unit and elsewhere in the Programme;
- Prepare bank reconciliations and conduct analysis of general ledger accounts;
- Assist in the preparation of the payroll by executing validity checks on monthly payroll results;
- Maintain proper control over various financial records such as commitments and expenditures against budgeted amounts; initiate actions related to the following: general financial information, and travel payments, and procurement transactions;
- Verify vendor claims for accuracy and conformance with WFP finance rules and regulations; perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered; and ensure timely recording and processing of vendor invoices in the Programme's information system;
- Monitor vendor advances and other receivables and ensure timely clearance of vendor outstanding items, taking corrective follow up actions where required;
- Prepare necessary receipt and journal vouchers;
- Draft routine correspondence related to the unit's work and type a variety of material such as correspondence, reports and papers;
- Provide information related to financial transactions including calculation of personal entitlements and pro rata;
- Assist in the preparation of budget, accounting, financial reports, statistical reports and other reports as required;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc.;
- Perform other related duties as required.

## Qualifications:

**Education:** Secondary school education including or supplemented by courses related to the area of work.

**Experience:** At least three years of progressively responsible clerical work experience in general administrative work including at least one year in the field of finance, accounting, budget, or audit.

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

**Knowledge:** Experience utilizing computers, including word processing, spreadsheet and other WFP standard software packages and systems. General knowledge of UN system financial policies, rules, regulations and procedures.

### HOW TO APPLY

**Applications must be submitted online**

**Application procedures:**

- Go to: <http://i-recruitment.wfp.org/vacancies/15-0017434>
- Step 1: [Create your online CV](#)
- Step 2: Click on “Description” to read the position requirements and [“Apply”](#) to submit your application

**NOTE:** You must complete Step 2 in order for your application to be considered for this vacancy

Only short-listed candidates shall be contacted.

**Female candidates are strongly encouraged to apply.**