

VA057-2026 Finance Assistant (UNHAS) (SC5) - Damascus (Readvertised)

Apply

Fully Present

Damascus, Syria, The Arab Republic O

Full time

Posted 2 Days Ago

JR128704

DEADLINE FOR APPLICATIONS

8 December 2026-23:59-GMT+03:00 Eastern European Time (Damascus)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of extreme weather shocks.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: https://www.wfp.org and follow us on social media to keep up with our latest news: YouTube, LinkedIn, Instagram, Facebook, Twitter, TikTok.

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:
As Syria navigates a new chapter marked by historic opportunities and enduring challenges, the scale of humanitarian needs remains overwhelming. Today, more than 70 percent of Syria's population continues to depend on some form of humanitarian assistance. Over half of the population is grappling with food insecurity, with nearly 3 million people facing severe food insecurity. Around 7 million people remain displaced internally, while more than 4 million are refugees in neighbouring countries. Since December 2024, hundreds of thousands of refugees and internally displaced Syrians have begun returning to their areas of origin. Many more plan to return and will require vital support as they reintegrate.

The United Nations World Food Programme (WFP) is the largest humanitarian agency operating in Syria since 1964 and is uniquely positioned to support Syrian communities in their recovery through its expansive reach and scale. WFP's interventions prioritize emergency relief and resilience-building efforts focused on the most severely food insecure populations. Additionally, WFP is a key actor in the country's social protection sector also plays a vital role in strengthening Syria's social safety-net systems.
Operating under its 2022-2026 Interim Country Strategic Plan (iCSP), WFP addresses the growing food and nutrition needs livelihood, resilience and early recovery, and reviving food systems, in close collaboration with the Syrian government, humanitarian and development stakeholders.

JOB TITLE: Finance Assistant (UNHAS)
TYPE OF CONTRACT: SC5
Number of Positions: 1
DUTY STATIONS: Damascus, Syria
DURATION: 12 months

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

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Review and reconcile all receipts (cheque, cash deposits, and direct transfer) with customer statements on weekly basis to ensure proper financial recording.
2. Ensure the regular clearing of UNHAS receipts against Bank clearing accounts (Account numbers 241022 and 241032).
3. Ensure proper maintenance of customer accounts in EFMA and WINGS and timely clearance of outstanding advances and other receivables in WINGS.
4. Ensure proper procedures for costing and locking flights in EFMA and extract monthly income for processing and parking in WINGS before set deadlines.
5. Reconcile all charter flights between EFMA and WINGS before locking.
6. Coordinate with UNHAS HQ to programme cost recovery funds.
7. Ensure proper funds' disbursements in accordance with authorizations and legitimate documentation.
8. Follow up on open UNHAS PRs, POs, Bank open items, vendor advances and trips.
9. Assist in the preparation of UNHAS budgets, budget implementation and monitoring.
10. Advise and support the UNHAS office on all financial and administrative matters.
11. Ensure transparent and efficient utilization of financial resources and compliance with WFP financial policies, procedures, rules and regulations.
12. Act as the head of the UNHAS Finance cell in the incumbent's absence.

DELIVERABLES AT THE END OF THE CONTRACT:

- Funds are disbursed in accordance with authorizations and legitimate documentations and coordinate with HQ for the programming of cost recovery funds.
- UNHAS resources are utilized in efficient and in compliance with WFP financial policies, procedures, rules and regulations.
- Reconciliation between customer’s accounts in EFMA and WINGS, flights in EFMA are costed and locked, and chartered flight are reconciled between EFMA and WINGS.
- Reconciliation of receipts between customer’s accounts in EMFA and bank accounts in WINGS.
- Minimize open PRs, POs, trips, bank open items, vendor advances.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Completion of secondary school education.

Experience: At least five (5) years of experience in finance and funds management. An experience in Special Accounts and/or funds management with WFP Aviation or UNHAS will be an advantage.

Knowledge & Skills: Proficiency in using Microsoft Office programmes and other related tools.
Previous experience in WFP operational environment in related duties will be desirable

Languages: Fluency in both oral and written communication in both English and Arabic.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

Click here to access WFP Leadership Framework

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact: global.inclusion@wfp.org

NO FEE DISCLAIMER

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REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.hrerecruitment@wfp.org . Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply**.
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.
- Only shortlisted candidates will be contacted and invited to proceed to the next stage of the recruitment process.

All employment decisions are made on the basis of organizational needs, job requirements, merit, and individual qualifications. WFP is committed to providing an inclusive work environment free of sexual exploitation and abuse, all forms of discrimination, any kind of harassment, sexual harassment, and abuse of authority. Therefore, all selected candidates will undergo rigorous reference and background checks.

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.

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