





Finance Associate (SC6) Damascus VA005-2025

[Apply](#)

 Damascus, Syria, The Arab Republic O

 Full time

 Posted Today

 JR115521

DEADLINE FOR APPLICATIONS

9 September 2025-23:59-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 climate change.

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:

Over more than a decade, Syria has faced a relentless crisis that has driven hunger and humanitarian needs to unprecedented heights. The convergence of ongoing insecurity, widespread displacement, economic deterioration, infrastructural damage, and inadequate basic services has severely heightened vulnerability among men, women, and children. According to the 2023 Humanitarian Needs Overview (HNO), a staggering 12.9 million people, or 55% of the population, are food insecure, including 3.1 million facing severe food insecurity. Additionally, 2.6 million people are at imminent risk of becoming food insecure. In today's Syria, the minimum wage can only afford a fifth of a family's food needs.

In this dire context, the presence of the World Food Programme (WFP) remains vital. Under its current Country Strategic Plan (2022-2025), WFP continues to provide life-saving and transformative assistance through emergency and targeted food assistance, nutritional support for vulnerable women, girls, and children, early recovery efforts, school feeding programmes, and support for humanitarian partners. Additionally, WFP is innovating service delivery mechanisms to ensure additional transparency and accountability to the communities it serves. Faced with reduced funding, WFP is transitioning to a prioritized assistance framework and seeks energetic, self-driven, and passionate individuals to support its vision of an agile, responsive, and above all person-centric operation.

CONTRACT DETAILS:

Contract Type: Service Contract (SC)

Duration: 12 months

Duty Station: Damascus Country Office

KEY ACCOUNTABILITIES (not all-inclusive, nor exhaustive)

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 and analyse general ledger accounts to ensure transactions are accurately recorded, initiate corrective actions where necessary through Journal Vouchers (JVs), ensuring that all JVs are appropriately supported and approved by the finance officer.
4. Develop and implement advanced analytical tools for funds and budget management and compile large datasets from SAP and other WFP systems to produce and analyze monthly financial reports in response to operational needs.
5. Design, implement, and maintain a comprehensive cash flow forecasting system to monitor, analyze, and project liquidity needs, ensuring timely availability of funds to meet operational and programme requirements for the country office and area/field offices.
6. Facilitate cross-functional coordination with field and area offices on finance-related matters, providing guidance, resolving issues, and ensuring consistent application of WFP financial policies and procedures across the operation.
7. Support Cash-Based Transfer (CBT) operations through the collection, validation, and analysis of financial

sector data, providing actionable financial insights to inform programme design, risk management, and operational decision-making.

8. Support the design, implementation, and maintenance of a comprehensive cash and bank reconciliation system for the Country Office and field/area offices, incorporating bank fees and full audit trail documentation, with a specific focus on ensuring accuracy and transparency in retailers' disbursements.

9. Review implementing partners' financial claims against the approved budget and all subsequent amendments, applying advanced reporting and analysis techniques to ensure accuracy, compliance, and timely decision-making.

10. Perform any other finance-related duties as assigned by the Finance Officer to support operational priorities and ensure the effective delivery of financial services.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Completion of secondary school education. A university degree in Finance or Business Administration is desirable.

Experience: Minimum of six (6) years of experience comprised of at least four (4) years in Finance & Accounting and two (2) years in another function.

Knowledge & Skills:

Has advanced experience collecting, monitoring, and analysing financial data on projects and programmes, assessing financial health and status, and reporting findings to the management utilizing advanced excel skills.

Languages

Fluency (level C) in English and Arabic languages.

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

The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- We strongly recommend that your profile is accurate, complete, and includes your employment records, academic qualifications, language skills and UN Grade (if applicable).
- Once your profile is completed, please apply, and submit your application.
- Please make sure you upload your professional CV in the English language
- Kindly note the only documents you will need to submit at this time are your CV and Cover Letter

- Additional documents such as passport, recommendation letters, academic certificates, etc. may potentially be requested at a future time
- Please contact us at global.hrrecruitment@wfp.org in case you face any challenges with submitting your application
- Only shortlisted candidates will be notified

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.

Welcome to our new recruitment platform!

If you used to have an account on our previous platform, please note that you will need to create a new account for future applications. However, this change will not affect any ongoing recruitment processes.

Understanding contract types in WFP

To ensure that WFP is able to deliver on its mandate, a range of contract types exist depending on the duration and nature of work. [Find out more here](#).

Working with WFP

