

# Job Title: Finance Assistant (SC5) Qamishly VA008-2021 ( RE\_ADVERTISED)

WFP seeks candidates of the highest integrity and professionalism who share our humanitarian principles.

Selection of staff is made on a competitive basis, and we are committed to promoting diversity and gender balance.

## DEADLINE FOR APPLICATIONS

All applications should be received **no later than Sunday 4th of July 2021.**

## TYPE OF CONTRACT/DURATION

**Eligibility:** Syrian Nationals or Syrian/Palestinian Nationals or candidates who have a work permit and residency in Syria.

**Contract Type:** Service contract

**Duration:** 12 months

**Duty Station:** Qamishly

**Number of required employees:** One position

## ABOUT WFP

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

In Syria, WFP provides food assistance to more than 4.6 million people each month. This includes families who require emergency assistance when affected by conflict and displacement and also those who need help to improve their nutrition and food security. WFP supports children across Syria with healthy meals and snacks at school, mothers with nutritious diets, and families and communities with sustainable livelihood projects.

## ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ), and report to the Head of Unit, Chief, Finance Officer, or the designate.

At this level job holders are expected to take responsibility for completion of a range of finance/budget related processes and activities requiring some interpretation of standard guidelines/practices. Job holders are able to recommend a course of action to staff at various levels and may allocate tasks to other support staff.

## JOB PURPOSE

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

## KEY ACCOUNTABILITIES (not all-inclusive)

- Assist in providing the procedural and technical support to staff within the areas of finance and budget, to ensure compliance with WFP financial policies, rules and regulations.
- Monitor monthly expenditure forecasts and provide expenditure reports in order to facilitate informed decision-making.
- Monitor the sub-imprest bank and petty cash accounts regularly, to ensure that adequate funds are available and appropriately disbursed.
- Verify vendor claims, advances and other receivables and observe appropriate procurement procedures, to ensure that suppliers are paid in a timely manner and in conformance with WFP finance rules and regulations.
- Assist in compiling information from various sources in order to prepare reports relating to budgets, accounting, finance and statistics.
- Retrieve, format and validate information obtained from various financial information systems and bring any discrepancy or inaccuracy to the attention of the supervisor and follow up corrective actions.
- Perform administrative duties related to the monitoring and recording of fixed assets, spend on fuel and spare parts for vehicles and generators, to ensure that the databases are accurately updated.
- Maintain the web-based register for all invoices and payment transfers and record paperwork, to ensure that all documents are maintained and filed in compliance with WFP standards and guidelines.

- Monitor and record all expenses in line with the approved budget in order to ensure that correct expenditure costs are charged and payments to external suppliers, cash grants and other supplier invoices are processed in a timely manner.
- Provide guidance and on-the-job training to other support staff, to ensure services are delivered consistently and to the required standards.

## STANDARD MINIMUM QUALIFICATIONS

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

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

## DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- At least four years responsible with relevant experience in the field of finance including at least two years in accounting, budget or audit.
- Has experience collecting and monitoring financial data on projects and programmes, assessing financial health and status, and reporting findings to senior leaders.

## TERMS AND CONDITIONS

- Please upload your professional CV in English in **PDF format** making sure to include the following in terms of "Experience":
  - **Company/Organization name and scope of work of the organization**
  - **Exact Position Title**
  - **Contract type:** *part-time, full-time, volunteer, consultant, or freelancer*
  - **Start and End date of Employment for each position:** *From (dd/mm/yyyy) to (dd/mm/yyyy)*
  - **Responsibilities:** *To mention the main responsibilities that highlight your gained skills and experience*
- A proof of your experience will be required in the final stage of recruitment.
- *Only short-listed candidates will be invited to the next stage of the selection process.*
- *Candidates must get an auto confirmation email once application is submitted.*

## HOW TO APPLY

***If any of the below links do not work by clicking on it, please copy and paste it in the browser address bar***

### **Internal candidate:**

<https://performancemanager5.successfactors.eu/sf/jobreq?jobId=142773&company=C0000168410P>

### **External candidate:**

<https://job-listing.wfp.org/sfcareer/jobreqcareer?jobId=142773&company=C0000168410P>

### **Qualified female candidates are especially encouraged to apply**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. 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.*