



VACANCY ANNOUNCEMENT N° 041-HR/2015 (INTERNAL/EXTERNAL)

(Female candidates are encouraged to apply)

The World Food Programme (WFP) is looking for a qualified and dynamic Liberian to fill the following position in the following post.

Job Title : Finance Assistant
Grade: : G-5
Duty station : Monrovia
No. Of Posts : One (1)
Closing date : **29 November 2015**

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Supervision: Under the general supervision of the Head of Finance. The Finance Assistant reports to a Senior Finance Assistant or its designate.

Accountabilities: Within delegated authority, the Finance Assistant will be responsible for the following duties:

- 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.



- wfp.org 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.
- Perform other related duties as required.

RESULTS EXPECTED

- Organised and precise records and well analysed data with minimal supervision.;
- Follow up actions taken within established deadlines.

Critical Success Factors

- Ability to spell and write correctly in English; ability to maintain accurate and precise records and to interpret and analyse a variety of data and resolve discrepancies. Courtesy, tact and the ability to work effectively with people of different national and cultural backgrounds.;
- Flexibility in accepting work assignments outside normal job description; ability to cope with situations which may threaten health and safety;

Minimum Qualifications:

Education: Secondary school education, University degree preferred including or supplemented by courses related to the area of work.

Knowledge: Training and/or experience utilizing computers including word processing, spreadsheet and other software packages.

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

Applicants should submit a detailed CV and covering letter in a sealed envelope. Please indicate title of post on the envelope and also within the application.

Please address your application to:

**The Representative and Country Director
(Attention Human Resources Focal Point)**

United Nations World Food Programme

Sekou Toure Avenue,

Mamba Point, Monrovia

Applicants will be contacted only if they are under serious consideration.