



**WORLD FOOD PROGRAMME REGIONAL BUREAU – EGYPT
VACANCY ANNOUNCEMENT 002/07
DATE OF ISSUE: 13 DECEMBER 2007**

Deadline for application: 27 December 2007

This vacancy is open to Egyptian nationals only. Both female and male candidates are encouraged to apply.

Job Title: Senior Finance Assistant

Contract Type: Service Contract

Location: Cairo

Accountabilities: Within assigned units, the Senior Finance Assistant will be responsible for the following duties: *(These duties are generic and thus, not all duties are carried out by all Senior Finance Assistants)*

- Guide, train and supervise more junior staff engaged in the processing of financial reports and returns from WFP offices;
- Participate in providing procedural and technical support to the staff elsewhere in the programme;
- Analyse, control and accurately maintain relevant General Ledger Accounts and initiate corrective action as necessary;
- Initiate payment processing according to WFP financial rules and regulations; including
 - Overseeing the review of payment requests, the verification of invoices and supporting documentation.
- Assist in preparation, implementation and monitoring of budgets; prepare funds consumption and other budget related reports, including donor reports;
- Brief/debrief staff members on issues relating to financial transactions;
- Prepare periodic financial and statistical reports;
- Oversee the data input into financial related databases by finance assistants and provide guidance on data input and validation;
- Prepare bank reconciliations, review locally recoverable items, Imprest summaries and funding sheet summaries;
- Monitor WFP local bank accounts and keep track of balances to ensure that there are sufficient funds; prepare request for replenishment of the Imprest Account(s) whenever necessary;
- Assist in setup and implementation of proper accounting procedures, systems and internal controls;
- Participate in development and implementation of new financial policies and procedures; interpret and assess the impact of changes and make recommendations on follow up actions;
- Draft or prepare correspondence to respond to enquiries in respect to relevant financial matters; review correspondence drafted by other assistants prior to clearance by Officer or Chief, as appropriate;
- Perform other related duties as required.

QUALIFICATION AND EDUCATION:

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

Experience: At least five years of progressively responsible work experience, including at least three years in the field of finance, accounting, budget, audit or other related field. Experience in accounts payable is an asset.

Knowledge: Experience utilising computers, including word processing, spreadsheet and other WFP standard software packages and systems such as the SAP operating system. General knowledge of UN system financial policies, rules, regulations and procedures. Specialized knowledge of WFP financial and administrative rules, regulations, policies and practices in the specific area of work.

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

Other Desirable Skills: Knowledge of WFP manuals in the area of finance and/or budget.

Egyptian nationals meeting these qualifications are requested to send an email quoting this Vacancy Announcement No 002/07 in the email subject line with the following attached: a cover letter; an updated Curriculum Vitae with telephone contact/email address; name, address and telephone number of three referees to:

FESO.recruitment@wfp.org

Only short-listed candidates meeting the required qualifications will be contacted.