



United Nations World Food Programme Vacancy Announcement

The United Nations World Food Programme (WFP) is seeking applications from qualified and experienced Bangladeshi nationals for **Senior Finance Assistant** for its Dhaka Country Office.

Type of Appointment : Fixed Term
Post Grade : GS-5/6
No. of Posts : 1 (one)
Duration : One year (with possibility for extension)

Under the direct supervision of the Head, Admin & Finance Unit and overall guidance of the Head, Operations Support Section (OSS) the incumbent will be responsible for the following duties:

- Analyse, control and accurately maintain relevant General Ledger Accounts and initiate corrective action as necessary;
- Assist in preparation, implementation and monitoring of budgets; prepare funds consumption and other budget related reports, including donor reports;
- Participate in providing procedural and technical support to the staff elsewhere in the programme;
- Initiate payment processing according to WFP financial rules and regulations;
- Brief/debrief staff members on issues relating to financial transactions;
- Prepare periodic financial and statistical reports;
- 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 requests for replenishment of the Imprest Account(s) whenever necessary;
- Monitor vendor advances and other receivables and ensure timely clearance of vendor outstanding items, taking corrective follow up actions where required;
- 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 routine correspondence related to the unit's work and type a variety of material such as correspondence, reports and papers;
- Perform other related duties, as required.

Qualifications and Experiences:

- University Degree in finance/accounting
- Five years progressively responsible work experience including at least three years in the field of Finance, accounting, budget, and audit.
- Computer skills, knowledge of relevant WFP specified software/MS office, hands on experience in UN or multi-national or NGO working environments.
- Fluency in both written and spoken English and Bangla.

Submission of application: Only candidates meeting the above requirements are requested to submit their applications quoting this vacancy announcement along with Curriculum Vitae (with contact telephone number and name & addresses of three references) and one copy passport size photograph to: **Human Resources Officer, WFP, UN Offices, IDB Bhaban, Sher-e-Bangla Nagar, Agargaon, Dhaka, Bangladesh or e-mail to: Bangladesh_Vacancy_Announcement@wfp.org by 25 November 2008**. Only short-listed candidates will be contacted.

WFP is an equal opportunity employer and promotes principles to achieve gender balance among its staff.