



**United Nations World Food Programme
Dhaka- Bangladesh**

Vacancy Announcement

NO. WFP/005/2009

Date of issue: 5 February 2009

Post Title : Senior Finance Assistant – (Cash Transfer)
No. of Post : 1 (one)
Type of Appointment : Service Contract (SC)
Post Grade : BL6 (GS 6)
Duration : 24 months
Duty Station : Sirajgong
Closing Date : **15 February 2009**

Major duties and responsibilities: Under the overall supervision of the Programme Officer and the direct supervision of the Head of the sub-office, the incumbent is required to perform a variety of financial and administrative functions, with emphasis on oversight of the CFW cash transfer processes, reporting and accountability. Detail functions include the following:

- Provide orientation and technical assistance to NGO partners on the cash transfer process to ensure that the NGO project office fully adhere to the established cash guideline/system for the project.
- Monitor the records, reports and documentation relating to the cash transfer activities by NGO project office on a regular basis.
- Conduct physical inspection of the beneficiary Passbooks at field and verify the balance with cash distribution records in NGO Office
- Assist the NGO partners to implement appropriate internal control system to ensure transparency and accountability in the cash transfer processes.
- Ensure that periodic reports are accurate and timely; the accounts are reconciled and properly maintained.
- Ensure all assets and inventory items are properly recorded and maintained.
- Ensure Implementing Partners are performing in accordance with the signed FLAs, review the NGO accounts with respect to the cash transfer programme as necessary.
- Train and assist NGO staff in reporting, recording and documentation of the cash for work transactions.
- Liaise with CO functional units like OSS, PIS, etc to ensure proper guidance and advice on implementation of the scheme.
- Assist and facilitate the internal and external audit processes, provide the required reports and documentation.
- Report without delay, any irregularities during the implementation of the cash transfer activities to the Programme Officer, Head of sub-office and Head, OSS.
- Perform any other related duties as assigned.

Education: University degree in finance/accounting.

Experience: At least five years progressively responsible work experience including at least three years in the field of Finance, accounting, budget, and audit.

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

Other Desirable Skills: Computer skills, knowledge of MS Office software, hand on experience in UN or multi-national or NGO working environments.

Submission of application: Only candidates meeting the above requirements are requested to submit their application quoting this vacancy announcement and Post Title along with one copy passport size photograph and Curriculum Vitae (with contact telephone number and name & addresses of three references) 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**. Only short-listed candidates will be contacted.

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