



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

**Vacancy Announcement**

NO. WFP/007/2009

**Date of issue: 8 February 2009**

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Post Title : **Finance Assistant**  
No. of Post : 1 (one)  
Type of Appointment : Fixed-Term  
Post Grade : GS 5  
Duration : One year (with possibility for extension)  
Duty Station : Dhaka  
Closing Date : **15 February 2009**

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**Major duties and responsibilities:** 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
- Three years progressively responsible work 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 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.