



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

Vacancy Announcement

NO. WFP/017/2009

Date of issue: 8 October 2009

Post Title : **Admin & Finance Assistant**
No. of Post : 1 (one)
Type of Appointment : Service Contract (SC)
Post Grade : BL5 (GS 5)
Duration : 12 months (extendable)
Duty Station : Sirajgong
Closing Date : **20 October 2009**

Major duties and responsibilities: Under the overall guidance and supervision of the Project Officer and direct supervision of the Head of the Sub-Office, the incumbent is required to perform a variety of financial and administrative functions and specifically responsible for the following duties:

- Maintain appropriate records, reports and necessary documents relating to the Cash Transfer (CT) activities in the area. Provide a variety of statistical information as appropriate.
- Assumes responsibility in general for the proper management of cash transfers and in particular ensures disbursements, receipts and custody of cash under the CT activities are in line with established guidelines; ensures appropriate internal controls are in place.
- Prepares periodic reports on activities and financial transactions of the CT activities to the Head of Sub-Office, Project Officer and the Country Office Finance & Administration unit.
- Reconciles accounts and reports; makes computations, calculations and estimates and prepares basic reports; Assists in the preparation of overall periodic reports, including forms, charts, statistics, etc.
- Maintains administrative control records such as commitments and expenditures; initiate and process administrative action relating to travel arrangements, payments, procurement and deliveries of equipment, supplies and inventory.
- Set up, classify and maintain appropriate files in the office. Ensure proper supplies of materials; manage office premises, vehicles and inventories.
- Provide assistance to all staff; manage entitlements and benefits, including travel claims, overtime, leave, etc in line with WFP financial and administrative rules and procedures.
- Ensures functionality of the NGO bank accounts as per CT implementation guideline incorporated in the Field Level Agreement (FLA); review the accounts from time to time and ensure transactions are in order.
- Follow up on cash withdrawals from NGOs' bank accounts and the beneficiary group bank accounts and ensure payment to beneficiaries; Work closely with WFP field monitors and programme assistants to verify smooth implementation of cash distribution to the beneficiaries.
- Ensures that NGOs keep all relevant documentation and updated records of all transactions as indicated in the CT guideline.
- Assist and facilitate the works of oversight committees in overseeing regular reporting on the predefined financial controls.
- Report immediately any irregularities during the implementation of CT activities to the HSO, Project Officer and the Head, OSS.

- Perform any other related duties as assigned.

Education: University degree. Training in administrative field and/or supplemented by commercial or related courses is desirable.

Experience: At least five years progressively responsible general administrative work including at least two years in the field of accounting, administrative/finance services or other related field.

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

Other Desirable Skills: Computer skills, knowledge of MS Office software.

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.

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