



## VACANCY ANNOUNCEMENT REFERENCE: FAO-18/08

Food and Agriculture Organization of the United Nations (FAO) is looking for a candidate for the position of

### **Finance Assistant**

Under general supervision of the Senior Programme Coordinator and direct supervision of Administrative Officer the incumbent performs support functions in finance field of work as indicated by the requirements and structure of the organization. The incumbent works in close collaboration with FAO operations, programme and projects' staff in the field.

The incumbent performs the following duties:

- Ensures full compliance with FAO rules and regulations of financial processes, financial records and reports and ensures audit follow up and implementation of the effective internal control framework;
- Provides accounting and administrative support to FAO operations focusing on achievement of the following results:
  - Proper control of all types of payment requests and vouchers. This entails control of supporting documentation for vouchers/payment requests and checking for correctness of expenditure lines and project codes against which the payment requests are issued and vouchers are posted to in FAS;
  - Maintenance of the internal expenditures reporting and control system which ensures that vouchers/payment requests processed through the Imprest accounts are matched and completed, transactions are correctly recorded and posted in FAO financial system;
  - Timely and accurate preparation of bank reconciliation reports;
  - Timely Imprest accounts closure;
  - Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors;
  - Timely preparation of end-of-month expenditure reports, project field balance and transaction reports and project budget status sheets;
  - Preparation of cash forecast on regular basis;
  - Preparation of researched information for planning and status of financial resources at field level.
- Liaises with UNDP-PAPP on a regular basis to keep abreast of new UNDP administrative and financial procedures, and to ensure that various invoices received through UNDP-PAPP office are settled in a timely manner. Ensures that VAT refunds are regularly checked and properly recorded both in FAS and project field balance and transaction reports.
- Performs other duties as and when required.

### **Qualification requirements**

**Education:** University degree in Accounting / Finance. University degree in Business or Public Administration would be desirable, but it is not a requirement.

**Experience:** 3 to 5 years of progressively responsible finance experience is required at the national or international level. Experience in the usage of computers and

Microsoft office software packages and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Skills and Languages: Excellent interpersonal and communication skills. Knowledge of the English and Arabic languages and working knowledge of Hebrew.

Duty Station: East Jerusalem

Duration of the Assignment: 6 months (extendable subject to availability of funds), with a three-month probationary period.

Post Level: SC5

Interested candidates should send their applications and CVs to:

**FAO Jerusalem**, 25 Mount of Olives (next to British Council), Sheikh Jarrah, East Jerusalem.

Fax: 02-5400766 or E-mail: [tce-wbgs-registry@fao.org](mailto:tce-wbgs-registry@fao.org)

Please quote the Vacancy Reference Number in your application.

Deadline for submission of applications: October 21, 2008