

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي / برنامج مساعدة الشعب الفلسطيني



### Vacancy Announcement Finance Clerk

The United Nations Development Programme / Programme of Assistance to the Palestinian People (UNDP/PAPP) is seeking the recruitment of a Finance Clerk in Administration Unit to perform a range of standardized financial/accounting clerical duties such as but not limited to the following:

- Assist in preparation of periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for special reports;
- Maintain contacts with local banks for verifying accounts status, obtaining approval for cheque clearances, verifying currency exchange rates and similar direct transactions;
- Compile and verify budget and accounting data, calculating costs and estimating anticipated expenditures from readily available information sources;
- Make disbursements from petty cash fund, maintain records of these disbursements and balances accounts as required;
- Assist newly arriving or departing staff members on opening or closing bank accounts;
- Performs other duties as may be required.

Qualification requirements:

- High School, knowledge in Finance;
- Three years experience in Finance;
- Computer skills including E-mail, Internet, Microsoft Word and Excel;
- Fluency in spoken and written Arabic and English;
- UN experience is desired.

Interested candidates should send their application to UNDP/PAPP by mail to 4A, Ya'kubi St. P. O. Box 51359, Jerusalem, Fax number: 6268223 or by e-mail to [hr.ps@undp.org](mailto:hr.ps@undp.org) specify the subject **FINANCE-CLERK** to the attention of Deputy Special Representative (O) no later than Friday 28 July 2006.

Only Short-Listed Candidates will be contacted  
Qualified female candidates are encouraged to apply.