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Description

The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world **achieve Zero Hunger** in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

ORGANIZATIONAL CONTEXT

These jobs are found in Country Offices (COs), Regional Bureaux (RBs), and Headquarters (HQ), and report to the Head of Unit, Chief, or Finance Officer. At this level, job holders are expected to demonstrate responsibility and initiative to respond independently to queries with only general guidance. There is a requirement to use judgment in dealing with unforeseen problems on a daily basis.

JOB PURPOSE

To coordinate and provide finance, budget, invoice, and administration support services involving the recording and interpretation of financial and budgetary information to ensure the efficient functioning of the support services and inform decision-making.

Responsibilities

KEY ACCOUNTABILITIES (not all-inclusive)

Finance Associate (UNHAS)

Hiring organization
World Food Program (WFP)

Employment Type
Full-time

Duration of employment
12 months

Industry
Humanitarian and Agriculture

Job Location
Pemba, Mozambique

Valid through
11.05.2023

1. Provide the procedural and technical support to Chief Air Transport Officer within the areas of finance and budget, to ensure compliance with WFP financial policies, rules, and regulations.
2. Support the development and implementation of financial policies and procedures and assist in setup and implementation of proper accounting procedures, systems, and cash controls.
3. Contribute to the preparation, implementation, and monitoring of budgets, monitor expenditure and budget forecasts, to ensure that relevant future funding requirements are met.
4. Monitor account balances and process financial transactions in an accurate and timely manner, to avoid the occurrence of an overdraft.
5. Compile data from the WFP database and systems to assist in generating and analyzing financial reports on a monthly basis.
6. Remain on stand-by and follow standard emergency preparedness practices in order to meet immediate emergency requirements for further service on the job and in the field.

OTHER POST REQUIREMENTS (details to be determined by Post Managers)

- a. Ensuring that Takeflite and WINGS are reconciled and up to date at all times.
- b. Producing by the 6th working day of each month, the following financial reports for the preceding month shall be presented to the Chief Air Transport Officer in the format prescribed in the Annexes against them:
 1. Budget Performance Report.
 2. Summary Balance Sheet.
 3. Revenue Vs Expenditure.
 4. Pending invoices payments report
- c. Preparing and dispatching accurate invoices to debtors by no later than the 3rd day of the following working week.
- d. Ensure the following of invoice payments and preparing, sending, and following invoice payments reminders if required.
- e. Preparing financial reports for the Board of Directors as required.
- f. Performing any other tasks related to finance as requested by CATO; and
- g. Liaising with WFP Finance Section to ensure the proper administration of user accounts.

Qualifications

Education: Completion of secondary school education. A post-secondary certificate in the related functional area.

Experience: At least 6 (six) years of relevant work experience in the area of

environmental sustainability or related area.

Language: Fluency in both oral and written communication in Portuguese and English Language.

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