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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.

In Zimbabwe, WFP has a strong track record of delivering food assistance and managing supply chains during crises, while building resilience to shocks among vulnerable communities. The July 2022-December 2026 Country Strategic Plan (CSP) provides a road map to promote shock-responsive social protection and sustainable and resilient food systems. The July 2022-December 2026 articulates collaborative efforts to better anticipate future needs, improve data and forecasting and strengthen livelihoods and local capacities to withstand, respond to and adapt more readily to sudden or chronic stresses. WFP will support informed decision making on food security and nutrition in Zimbabwe, and will integrate nutrition, gender, protection and inclusion, youth engagement, technological innovation and decentralized zero hunger action throughout the plan. WFP will establish new partnerships and leverage existing ones to their full potential, including those with the other Rome-based and other United Nations agencies.

WFP Zimbabwe's July 2022-December 2026 CSP focuses on the below areas:

- Social and humanitarian assistance for food-and nutrition-insecure populations in targeted rural and urban areas.
- Support to urban food insecure households for resilient livelihoods.
- Support to rural communities for climate resilient livelihoods, sustainable management of natural resources and enhanced participation in local markets and value chains.
- Collaboration with national actors to enhance capacities to develop, coordinate and implement well-informed, effective and equitable actions for achieving food and nutrition security.
- Services to humanitarian and development actors in Zimbabwe so they can implement their programmes and provide support to their beneficiaries in an efficient, effective and reliable way at all times, including during crises.

JOB PURPOSE

To coordinate and provide finance, budget 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

Finance Associate

Hiring organization

World Food Program (WFP)

Employment Type

Full-time

Duration of employment

1 Year, Fixed Term

Industry

Humanitarian and Agriculture

Job Location

Harare, Zimbabwe

Valid through

19.06.2023

KEY ACCOUNTABILITIES (not all-inclusive)

1. Provide the procedural and technical support to staff 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 internal controls.
3. Monitor the daily cash position in order to optimize the use of surplus cash and maximize returns on investment through the liquidity portfolio.
4. Monitor the centralised registry system in order to process all payments to internal staff and invoices to external suppliers in a timely manner and in accordance with WFP standards.
5. Contribute to the preparation, implementation and monitoring of budgets, monitor expenditure and budget forecasts, to ensure that relevant future funding requirements are met.
6. Co-ordinate with other teams in order to ensure that all financial and administrative services are being performed efficiently and in line with the needs of the wider team.
7. Monitor account balances and process financial transactions in an accurate and timely manner, to avoid the occurrence of an overdraft.
8. Monitor and analyse general ledger accounts in order to initiate and achieve corrective actions.
9. Compile data from the WFP database and systems in order to assist in generating and analysing financial reports on a monthly basis.
10. Allocate tasks to other support staff, provide guidance and on-the-job training in management of financial resources (e.g. managing the petty cash/sub-imprest account, review and analyse vendor and balance sheet accounts, etc.), to ensure services are delivered consistently and to the required standards.
11. 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.

Qualifications

Education: A degree in Finance, Accounting, or equivalent.

Language: Fluency in English language. Fluency in any local language desired.

Experience: At least 5 years in Finance or a related environment.

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE

- Has experience assessing financial health and stability of C&V projects and other programming initiatives to verify compliance with in-country local laws.
- Has experience working with auditors and other third party vendors.

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