



World Food Programme

Vacancy Announcement ROK002: FINANCE AND ADMIN ASSISTANT

Vacancy Announcement No:	ROK002	Date:	6 July 2015
Title:	Finance & Admin Assistant	Duty Station:	Seoul, Republic of Korea
Post Number:	22055732		
Grade:	SSA, Equivalent to GS 5	Contract Type:	SSA, till 31 December 2015 (possibility of extension or renewal of contract based on performance)
Organizational Unit:	Finance & Administration	Deadline for application:	12 July 2015
<p>The Finance & Administrative Assistant reports to Head of WFP Korea office.</p> <p>Within delegated authority, the Finance & Administrative Assistant will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Assist in providing the procedural and technical support to staff within the areas of finance and budget, to ensure compliance with WFP financial policies, rules and regulations. • Monitor monthly expenditure forecasts and provide expenditure reports in order to facilitate informed decision-making. • Monitor the imprest bank and petty cash accounts regularly, to ensure that adequate funds are available and appropriately disbursed. • Verify vendor claims and observe appropriate procurement procedures, to ensure that suppliers are paid in a timely manner and in conformance with WFP finance rules and regulations. • Assist in compiling information from various sources in order to prepare reports relating to budgets, accounting, finance and statistics. • Retrieve, format and validate information obtained from various financial information systems and bring any discrepancy or inaccuracy to the attention of the supervisor and follow up corrective actions. • Monitor and record all expenses in line with the approved budget in order to ensure that correct expenditure costs are charged and payments to external suppliers, cash grants and other supplier invoices are processed in a timely manner. • Ensure compliance with the local tax law and regulations, including issuing tax deductible receipts and reporting to Tax office and National Tax Service. • Initiate and process administrative actions such as those found in Human resource, travel, procurement, asset management. • Manage and maintain paper and electronic records within the area of responsibility in accordance with established procedures, to ensure swift and easy data access as required. • Arrange meetings such as workshops and seminars. • Perform other related duties, as required. 		<p>Critical Success Factors:</p> <p>Ability to review a variety of data, identify and adjust data discrepancies. Identify and resolve operational problems with substantial independence. Ability to obtain or give factual information of a non-routine nature involving interpretation of facts and requiring clarity of expression. Ability to perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, effectively and accurately. Ability to train other staff regarding relevant work responsibilities. Ability to work in a team environment and coordinate assignments to achieve common goals. Ability to deal patiently and tactfully with people of different national and cultural backgrounds.</p> <p>Qualifications:</p> <p><u>Experience:</u> At least four years of progressively responsible clerical work experience in general administrative work including at least two years in the field of finance, accounting, audit, administrative services or other related field.</p> <p><u>Knowledge:</u> Experience utilising computers, including word processing, spreadsheet. General knowledge of UN system, standard software packages and systems, financial policies, rules, regulations and procedures would be advantage.</p> <p><u>Language:</u> Fluency in both oral and written communication in English and Korean.</p> <p><u>Desirable Skills:</u> Preferably a University Degree in Management and Administration, Economics, Law, Financial Management, and any other relevant field.</p>	

To apply please send a letter with comprehensive resume via e-mail to wfp.korea@wfp.org with Email subject: **FisrtnmeLastname-Finance/Admin Assistant**

Only short-listed candidates will be contacted
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