

Financial Assistant - UN World Food Programme

Assisting more than 115.5 million people in 120 + countries each year, the World Food Program (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies, and working with communities to improve nutrition and build resilience

Location: Beirut, Lebanon

Deadline for application: May 13, 2024

Contract Duration: 12 months (extendable)

Major: degree in Business Administration, Accounting, Auditing, Finance, or any related field

Experience: 5 – 7 years of experience in processing accounting and financial transactions

Major Responsibilities:

- 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.
- Assist in compiling information from various sources 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 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.
- Support in visits to the banks for cash disbursements.
- Perform other related duties, as required.

Additional Requirements:

- Experience in monitoring, analyzing, and reporting data, using Excel
- Knowledge of financial and accounting policies, and IPSAS.
- Experience using ERP systems (specifically SAP Software), Microsoft 365, including Teams, SharePoint and OneDrive.
- Good attention to details, communication and client orientation skills.

How to Apply:

Kindly send your CV or contact the Career Services Center, Email: career.services@balamand.edu.lb, Ext. 7801; 7802