

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.



**VACANCY Announcement
FINANCE CLERK**

Post Title: Finance Clerk
Duty Station: Jerusalem
Duration: 6 months, renewable depending on performance
Deadline: 29 February 2008

Background:

The Finance Unit at UNDP/PAPP is seeking an energetic, qualified and willing to learn candidate to help support the finance personnel in their day to day work.

Reporting Structure:

The finance clerk will report directly to the Head of the Finance unit.

Duties and Responsibilities:

1. Assistance in proper control of the supporting documents for payments and financial reports for NEX projects; payment execution.
2. Processing of financial documentation (vouchers, supporting documents, telephone invoices, etc.) and maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; travel claims, monthly payment orders (MPOs) and other entitlements are duly processed.
3. Provision of information for reports on financial status, procedures, exchange rates, costs and expenditures (incl. MIP) and potential funding problems.
4. Follow-up with other United Nations agencies for information relating to payments.
5. Preparation of routine correspondence, faxes, memoranda and reports in accordance with CO SOP.
6. Extracting, inputting, copying and filing data from various sources.
7. Maintenance of the proper filing system for financial records and documents.
8. Perform other finance duties as assigned.

Measurable Outputs:

1. Proper filing of payments according to the type and with the required supporting documents.
2. Proper filing of Finance correspondence.
3. Prepared faxes to be sent out from the Finance unit.
4. Copies of required supporting documents for the Finance unit.
5. Prepared reports for the Finance unit on various issues.

Skills and Competencies:

Corporate Competencies:

1. Demonstrates commitment to UNDP's mission, vision and values
2. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

1. Shares knowledge and experience
2. Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

1. Ability to perform a variety of repetitive and routine tasks and duties related to Finance, screening, collecting and preparation of documentation, data input, transactions tracking, filing, provision of information
2. Ability to review data, identify and adjust discrepancies
3. Ability to produce accurate and well documented records conforming to the required standard
4. Good knowledge of financial rules and regulations
5. Strong IT skills
6. Ability to provide input to business processes re-engineering, implementation of new system

Leadership and Self-Management

1. Focuses on result for the client and responds positively to feedback
2. Consistently approaches work with energy and a positive, constructive attitude
3. Remains calm, in control and good humored even under pressure

Minimum Qualifications and Experience:

1. Education: Secondary education. Specialized training in finance desirable.
2. Experience: 2 years of relevant accounting and financial experience at national level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
3. Language: Fluency in Arabic and English languages.

To Apply:

Interested candidates should apply by accessing <http://jobs.undp.ps> and completing the on-line application.

Deadline: 29 February 2008

“UNDP/PAPP is an equal opportunity employer: applications from men and women will be considered equally”