



Finance Associate (G6) (Deir Ezzor) VA014-2026

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- Fully Present
- Deir-ez-Zor, Syria, The Arab Republic O
- Full time
- Posted Today
- JR122034

DEADLINE FOR APPLICATIONS

27 April 2026-23:59-GMT+03:00 Eastern European Time (Damascus)

WFP celebrates and embraces diversity. It is committed to the principle of equal employment opportunity for all its employees and encourages qualified candidates to apply irrespective of race, colour, national origin, ethnic or social background, genetic information, gender, gender identity and/or expression, sexual orientation, religion or belief, HIV status or disability.

ABOUT WFP

The World Food Programme is the world's largest humanitarian organization saving lives in emergencies and using food assistance to build a pathway to peace, stability and prosperity, for people recovering from conflict, disasters and the impact of climate change.

At WFP, people are at the heart of everything we do and the vision of the future WFP workforce is one of diverse, committed, skilled, and high performing teams, selected on merit, operating in a healthy and inclusive work environment, living WFP's values (Integrity, Collaboration, Commitment, Humanity, and Inclusion) and working with partners to save and change the lives of those WFP serves.

To learn more about WFP, visit our website: <https://www.wfp.org> and follow us on social media to keep up with our latest news: [YouTube](#), [LinkedIn](#), [Instagram](#), [Facebook](#), [Twitter](#), [TikTok](#).

WHY JOIN WFP?

- WFP is a 2020 Nobel Peace Prize Laureate.
- WFP offers a highly inclusive, diverse, and multicultural working environment.
- WFP invests in the personal & professional development of its employees through a range of training, accreditation, coaching, mentorship, and other programs as well as through internal mobility opportunities.
- A career path in WFP provides an exciting opportunity to work across the various country, regional and global offices around the world, and with passionate colleagues who work tirelessly to ensure that effective humanitarian assistance reaches millions of people across the globe.
- We offer an attractive compensation package (please refer to the **Terms and Conditions** section of this vacancy announcement).

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

As Syria navigates a new chapter marked by historic opportunities and enduring challenges, the scale of humanitarian needs remains overwhelming. Today, more than 70 percent of Syria's population continues to depend on some form of humanitarian assistance. Over half of the population is grappling with food insecurity, with nearly 3 million people facing severe food insecurity. Around 7 million people remain displaced internally, while more than 4 million are refugees in neighbouring countries. Since December 2024, hundreds of thousands of refugees and internally displaced Syrians have begun returning to their areas of origin. Many more plan to return and will require vital support as they reintegrate.

The United Nations World Food Programme (WFP) is the largest humanitarian agency operating in Syria since 1964 and is uniquely positioned to support Syrian communities in their recovery through its expansive reach and scale. WFP's interventions prioritize emergency relief and resilience-building efforts focused on the most severely food insecure populations. Additionally, WFP is a key actor in the country's social protection sector also plays a vital role in strengthening Syria's social safety-net systems.

Operating under its 2022-2026 Interim Country Strategic Plan (iCSP), WFP addresses the growing food and nutrition needs livelihood, resilience and early recovery, and reviving food systems, in close collaboration with the Syrian government, humanitarian and development stakeholders.

CONTRACT DETAILS:

Contract Type: Fixed Term (G6)

Duration: 12 months

Duty Stations: Deir Ezzor

Number of required employees: 1

Organizational Context and Role:

The Finance Associate will work in the field office under the direct supervision of the Head of the field office, with technical support from the Finance & admin units in the country office. The finance Associate is 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. The Finance Associate is expected to manage resources and coach and coordinate a team of support staff, or specific support services

JOB PURPOSE:

The Finance Associate will 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

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. Assigned as a Petty Cash & Cash Account Cashier for Deir Ezzor field office and conduct monthly accounts reconciliations.
5. Monitor the centralized 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.
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 analyze general ledger accounts in order to initiate and achieve corrective actions.
9. Generate financial reports on a monthly basis.
10. 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.
11. Answer a range of queries related to the provision of Financial and administrative services in order to support the resolution of daily issues.
12. Contribute to planning, monitoring and processing financial and administrative actions related to procurement, human resources, etc., including contracts with external vendors to ensure all data is accurately and timely recorded, processed in WFP corporate systems and any operational issues addressed.
13. Provide training and guidance to staff in interpretation of financial and administrative procedures, policies, processes, and use of corporate systems to ensure consistency and efficiency of services provided to all clients.
14. Allocate tasks to other support staff, provide guidance and on-the-job training in management of financial resources, to ensure services are delivered consistently and to the required standards.

OTHER SPECIFIC JOB REQUIREMENTS:

- Verify resource requirements in the area of responsibility (WFP facilities, assets, armoured vehicle fleet, etc.) and assist in the identification of new requirements to facilitate efficiency and cost-effectiveness of operations and services.
- Responsible for provision of services such as facilities management, travel, protocol and light vehicle management related, etc., reporting any discrepancies to the supervisor for consistent and timely delivery of services, to ensure the provision of a safe and comfortable working environment for WFP staff
- Support the production of various data and compile and prepare reports in order to contribute to the provision of accurate information for informative decision-making and to support the effective and timely management of WFP resources.
- Coordinate the activities of a team of staff working in the area, to ensure individual and team objectives are met in compliance with all relevant regulations, policies, and procedures, and performance plan.

STANDARD MINIMUM QUALIFICATIONS:

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

Experience: At least six (6) years of experience in Finance, Accounting, or any other related field.

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

DESIRED KNOWLEDGE AND SKILLS:

- Proficient in the use of office equipment and computer software packages, such as MS (Word-Excel).
- Knowledge of work routines and methods to complete processes under minimal supervision.
- Ability to present information in the form of tables, charts easily comprehensible.
- Experience working with auditors and other third-party vendors and suppliers is highly desirable
- Ability to identify data discrepancies and rectify problems requiring attention.
- Solid organizational skills including attention to detail and multitasking skills.
- Good analytical skills; resourcefulness, initiative, sound judgement.

WFP LEADERSHIP FRAMEWORK

WFP Leadership Framework guides to the common standards of behavior that guide HOW we work together to accomplish our mission.

[Click here to access WFP Leadership Framework](#)

REASONABLE ACCOMMODATION

WFP is committed to supporting individuals with disabilities by providing reasonable accommodations throughout the recruitment process. If you require a reasonable accommodation, please contact:

global.inclusion@wfp.org

NO FEE DISCLAIMER

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REMINDERS BEFORE YOU SUBMIT YOUR APPLICATION

- All applications must be submitted exclusively through our online recruiting system. We do not consider CVs or applications sent by email, LinkedIn, or any other channel.
- We strongly recommend that your Workday profile is accurate and complete, and that all sections are filled in, including your employment history, academic qualifications, language skills, and UN grade (if applicable). Once your profile is completed, please apply, and submit your application.
- If you experience technical issues while submitting your application, you may contact us at global.hrrecruitment@wfp.org. Please note that this email is **only** for technical issues with an application - **unsolicited applications or documents sent to this inbox will not receive a reply.**
- At the application stage, the only required documents are your CV and Cover Letter. Additional documents (passport, certificates, recommendation letters, etc.) may be requested later in the process.