



**World Meteorological Organization**  
**Organisation météorologique mondiale**

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**VACANCY NOTICE NO: 2271**  
**DEADLINE FOR APPLICATION: 6 December 2023**

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Finance Assistant	G5	Geneva, Switzerland	To be determined	Variable (depending on needs of Department/Division) 18 months

<b>ORGANIZATIONAL UNIT</b> Finance (FIN) Section Governance Services Department	WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.
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<b>DUTIES AND RESPONSIBILITIES</b> <p>The Finance Assistant reports to the Head of Financial Reporting and Payables. Within delegated authority, the Finance Assistant will be responsible for the following duties: (These duties are generic and may not be carried out by all Finance Assistants)</p> <p>(a) Scrutinizes source documents for completeness, accuracy and validity of charges;</p> <p>(b) Investigates erroneous charges and takes appropriate corrective accounting actions;</p> <p>(c) Records and reconciles accounting transactions within the payables and receivables area;</p> <p>(d) Assists in preparation of processing of payments to vendors for goods and services. This includes, amongst other things, calculating, inputting, and checking payments for correctness and communicating discrepancies to supervisors;</p> <p>(e) Responding to queries from staff members and third parties;</p> <p>(f) Reconciles and reviews payables and receivables control accounts and ensure proper clearance procedures have been followed;</p> <p>(g) Consolidates data into financial statements;</p> <p>(h) Review, record and monitor expenditures and replenishment requests of non-HQ offices;</p> <p>(i) Prepares worksheets and assists with the preparation of financial statements;</p> <p>(j) Review various accounting transactions, e.g., education grants, final payments, income tax returns, travel claims, etc., to ensure correctness of disbursements and adherence to relevant staff rules, financial regulations and rules;</p> <p>(k) Serves as a back-up to other general service staff in the Finance Section while others are on leave or during periods of competing priorities;</p> <p>(l) Performs other duties as may be required.</p>	<b>QUALIFICATIONS</b> <p><b>Education</b> High school diploma or equivalent.</p> <p><b>Experience</b> 5 years of experience in finance, reporting, administrative services or related area.</p> <p><b>Languages</b> Fluency in English (both oral and written). Knowledge of other official languages of the Organization would be an advantage.</p> <p>(Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)</p>
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The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of promotion to that grade within three years of appointment, subject to satisfactory appraisal of performance.

\* The position has a fixed term of 18 months. As such, there should be no expectation of a continuation of this position beyond the original 18 months term.

**SALARY**

Annual net base salary on initial appointment and after deduction for staff assessment is: 77571

**Additional Information:**

Only applicants in whom WMO has a further interest will be contacted.  
Shortlisted candidates may be required to sit a written assessment and/or an interview.

**Date of issue of vacancy notice: 6 November 2023**