

World Meteorological Organization Organisation météorologique mondiale Secrétariat 7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81 wmo@wmo.int – www.wmo.int

Weather • Climate • Water Temps • Climat • Eau

POST Finance Assistant         GRADE G         DUTY STATION Geneva, Switzerland         COMMENCEMENT OF DUTY To be determined         NATURE OF APPOINTMENT Variable (depending on needs of Department/Division) 18 months           ORGANIZATIONAL UNIT 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.           DUTIES AND RESPONSIBILITES The Finance Assistant reports to the Head of Financial Reporting and Payables. Within delegated authority, the Finance Assistant is generic and may not be carried out by all Finance Assistants.         QUALIFICATIONS           DUTIES AND RESPONSIBILITIES The Finance Assistant reports to the Head of Financial Reporting and Payables. Within delegated authority, the Finance Assistants.         GUALIFICATIONS           C(b) Investigates erroneous charges and takes appropriate corrective accounting actions;         CUALIFICATIONS           (c) Records and reconciles accounting transactions within the grapables and receivables area;         Imaguages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)           (d) Assists in preparation of processing of payments to venders do groots and services. This includes, amongost other things, calculating, inputting, and checking payments for correctness and communicating discrepancies to supervisors;         (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.) <th colspan="6">VACANCY NOTICE NO: 2271 DEADLINE FOR APPLICATION: 6 December 2023</th>	VACANCY NOTICE NO: 2271 DEADLINE FOR APPLICATION: 6 December 2023					
of Department/Division)           ORGANIZATIONAL UNIT           Finance (FIN) Section           Governance Services Department           WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified worken and mem, including those with disabilities. The slatutory retirement.           BUTIES AND RESPONSIBILITIES           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 dutions are generic and may not be carried out by all Finance Assistants)           (a) Scrutinizes source documents for completeness, accuracy and validity of charges;         QUALIFICATIONS           (b) Investigates arroneous charges and takes appropriate corrective accounting actions;         Charge set (C) Records and recorrective accounting transactions within the payables and receivables area;         Securitizes conducting discreptive accounting transactions within the requests of non-HQ official languages of the Organization and Availity, includes, amongst other things, calculating, inputting, and checking payments for correctness and communicating discreptivers;         Note: The official languages of the Organization and Spanish.)           (c) Acoustidates data into financial statements;         (h) Review, record and monitor expenditures and replenishment requests of non-HQ offices;           (i) Review, record and monitor expenditures and replenishment requests of non-HQ offices;         (i) Review, record and monitor expenditures and reperiate sortice to relevant staff rules, financial regulations and rules;         (	POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT	
Finance (FIN) Section Governance Services Department Bovernance Services Department Bovernances Bovernance Services Departments Bovernance Secrice Bovernance Bovere Departments Bovernance Secrices Departments Boverna	Finance Assistant	G5	Geneva, Switzerland	To be determined	of Department/Division)	
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) (a) Scrutinizes source documents for completeness, accuracy and validity of charges; (b) Investigates erroneous charges and takes appropriate corrective accounting actions; (c) Records and reconciles accounting transactions within the payables and receivables area, (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; (e) Responding to queries from staff members and third parties; (f) Reconciles and recivables control accounts and ensure proper clearance procedures have been followed; (g) Consolidates data into financial statements; (h) Review, record and monitor expenditures and replenishment requests of non-HQ offices; (i) Prepares worksheets and assists with the preparation of financial statements; (i) Preview 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; (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; (l) Performs other duties as may be required. The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of	Finance (FIN) Section			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		
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 Assistant will be responsible for the following duties: (Check and validity of charges; (a) Scrutinizes source documents for completeness, accuracy and validity of charges; (b) Investigates erroneous charges and takes appropriate corrective accounting actions; (c) Records and receivables area; (c) Records and receivables area; (c) 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; (e) Responding to queries from staff members and third parties; (f) Recordia ta into financial statements; (f) Recordiates data into financial statements; (f) Perpares worksheets and assists with the preparation of financial statements; (f) Review various accounting transactions, e.g., education grants, final payments, income tax retures, travel claims, etc., to ensure correctness of disbursements and adherence to relevant staff rules, financial regulations and rules; (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; (l) Performs other duties as may be required.	DUTIES AND RESPONSIBILITIES			QUALIFICATIONS		
<ul> <li>(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;</li> <li>(l) Performs other duties as may be required.</li> <li>The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of</li> </ul>	The Finance Assistant rep Reporting and Payables. A Assistant will be responsib duties are generic and ma Assistants) (a) Scrutinizes source doc and validity of charges; (b) Investigates erroneous corrective accounting action (c) Records and reconciles payables and receivables (d) Assists in preparation of for goods and services. The calculating, inputting, and and communicating discret (e) Responding to queries (f) Reconciles and reviews accounts and ensure prop followed; (g) Consolidates data into (h) Review, record and mo requests of non-HQ offices (i) Prepares worksheets and financial statements; (j) Review various account grants, final payments, inclusion ensure correctness of dist	borts to the He Within delegate of for the following cuments for con- scharges and ons; s accounting area; of processing is includes, a checking pay pancies to su from staff me s payables ar- financial stat onitor expend s; nd assists with ting transaction oursements a	ted authority, the Finance owing duties: (These ied out by all Finance ompleteness, accuracy d takes appropriate transactions within the of payments to vendors amongst other things, yments for correctness upervisors; embers and third parties; nd receivables control procedures have been ements; litures and replenishment th the preparation of ons, e.g., education rns, travel claims, etc., to nd adherence to relevant	Education High school diploma or equivale Experience 5 years of experience in finance services or related area. Languages Fluency in English (both oral and official languages of the Organiz (Note: The official languages of	, reporting, administrative d written). Knowledge of other ration would be an advantage. the Organization are Arabic,	
The Secretary-General may appoint a candidate at a grade below the advertised grade of the post, with the possibility of	(k) Serves as a back-up to Finance Section while othe competing priorities;	o other genera ers are on lea	al service staff in the ave or during periods of			

\* 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.

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