JOB TITLE: Finance, HR and Administration Consultant

TYPE OF CONTRACT: Consultancy

UNIT/DIVISION: SEO/PGG

DUTY STATION (City, Country): Seoul, Republic of Korea

DURATION: 6 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The WFP Seoul Office has been focusing on resource mobilization, advocacy and support of field operations, since the Republic of Korea has been transformed into a major donor from a recipient of WFP. Currently, the WFP Seoul is going through an exciting transformation to expand in public and private partnerships in order to facilitate resource mobilisation. We are seeking qualified candidates to support the operations of the Seoul Office to contribute to achieving Zero Hunger in our lifetime.

ACCOUNTABILITIES/RESPONSIBILITIES:

- 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.
- Monitor budgets, and carry out forecasting for the funds of the Seoul Office according to established corporate procedures and requirements.
- Perform bank reconciliations, disbursements, clearance of receivables, overall cash management and monthly financial closures on a regular basis in accordance with corporate requirements.
- Support HR operational activities or projects that are aligned to business needs, following standard processes and ensuring alignment with wider WFP policies.
- Undertake human resource functions related to staff benefits, recruitment of staff, and training in collaboration with and Headquarters and Regional Bureau.
- Provide support in building talent within WFP Seoul Office, working with managers to understand their needs and organizing solutions to recruit, retain and develop a high caliber workforce to deliver the business strategy.
- Establish and implement a payment system for fundraising campaigns in the public and private sector, and track and collate data to support and improve policies, systems and procedures in order to minimise financial risks, improve the efficiency and effectiveness of operations, and ensure services are aligned with business objectives.
- Deliver administrative services such as travel, procurement, asset management, etc., following standard processes to provide cost-effective, quality and timely services to WFP staff.
- Ensure compliance with the local tax law and regulations, including issuing tax deductible receipts and reporting to Tax office and National Tax Service.
- Contribute to the delivery of financial controls and insight into WFP performance, supporting periodic risk and internal control assessments to identify areas which may present potential audit, compliance or financial risks.
- Guide and supervise more junior staff, acting as a point of referral and supporting them with more complex analysis and queries.
- Represent at internal meetings, external meetings and events with other UN agencies, banks and other financial institutions, or other partners and entities as required.
• Other as required.

DELIVERABLES AT THE END OF THE CONTRACT:
• Review a variety of data, identify and adjust data discrepancies and identify and resolve operational problems with substantial independence.
• Perform detailed work, frequently of a confidential nature and/or to handle a large volume of work systematically, effectively and accurately.
• Work in a team environment and coordinate assignments to achieve common goals.

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Advanced University degree in Finance, Business Administration, Accounting, International relations or related fields, or First University degree in the same subject(s) with additional years of related work experience.

Experience: At least five years of progressively responsible work experience in finance and/or administrative work, CPA/Finance-related certificate is an asset.

Knowledge & Skills: Ability to analyse relevant financial data and produce high quality formal reports in English and Korean; General knowledge of UN system, standard software packages and systems, financial policies, rules, regulations and procedures would be an advantage.

Languages: Fluency (level C) in English language and in Korean (the duty station’s language).

Certified by Hiring Manager (name/title) & signature): …………………………………………………………………………………………………………………………………………… Date: …………………

Accepted by Short-term/Consultancy contract holder (name & signature): …………………………………………………………………………………………………………………………………………… Date: …………………