The mission of WHO is the attainment by all peoples of the highest possible level of health.

Vacancy Notice No.: VN/CHN/2018/002  Date: 12 February 2018
Title: Admin Assistant (Finance)  Deadline for applications: 4 March 2018
Duty Station: Beijing, China  Contract Type: Fixed-term Appointment
Duration: 2 years with possibility of extension with planned start date: 1 April 2018 (or earliest start date upon completion of recruitment formalities)

DESCRIPTION OF DUTIES:

Under the supervision of the Administrative Officer, and guidance of the Head of WHO Country Office, China (HWO), the incumbent will perform the following functions:

1. Maintains the imprest account of the WHO Country Office, China - Chinese Yuan and US dollars;

2. Reviews and examines invoices and prepares vouchers and cheques in accordance with procedures for signature by authorized officials;

3. Calculates salary payments, overtime claims, travel advances and other financial transactions;

4. Provides advice and guidance to staff on all aspects of imprest account, imprest POs and other financial queries;

5. Maintains ledgers and accounting records for classification and recording of financial transactions and for the reconciliation of accounts and preparation of recurring or special reports;

6. Monitors account levels and initiates timely requests for replenishments through supervisor;

7. Maintains cash books, including control of disbursements and monitors cash held in office safe; reconciles cash books with bank statements;

8. Prepares financial data and reports within deadline set ensuring accuracy and completes supporting documentation;

9. Assists in managing the Country Office administration activity workplan in conducting budget, ceiling review, tracking distribution of awards, encumbrance and expenditure, implementation and reporting;

10. Reviews for accuracy and completeness reports and periodic monitoring sheets on DFCs, APWs and all encumbrance, invoices and other financial data.

11. Assists the Admin Officer and Head of WHO Country Office in all aspects of accounts maintenance by providing reports on financial status, procedures, costs, expenditures and other financial matters;

12. Initiates queries and maintains liaison with officials of the National Health and Family Planning Commission (NHFPC), Diplomatic Service Bureau, Ministry of Foreign Affairs, Customs, Banks, Tax bureaus and other institutions to obtain information required to complete work.

13. Provides administrative support on HR, including recruitment and contract management, entitlements and remuneration.
14. Provides support on procurement of office supplies, customs clearance and other administrative requirements of the office;

15. Prepares correspondence on financial and administrative matters;

16. Occasionally replace other staff in the office during their absence as coordinated by Administrative Officer; and

17. Performs other related duties as and may be required.

**QUALIFICATION REQUIRED:**

**Competencies:**

1. Team work
2. Respecting and promoting individual and cultural differences
3. Communicating in a credible and effective way
4. Moving forward in a changing environment
5. Producing results

**Functional Skills and Knowledge:**

1. Knowledge in finance and administration;
2. Knowledge of office procedures and broad administrative functions;
3. Ability to learn fast to acquire knowledge of WHO procedures, rules and regulations and regularly have the knowledge updated;
4. Ability to draft correspondence and prepare documentations and reports concisely and accurately;
5. Skills in the use of computers and ability to adapt various software applications;
6. Ability to work harmoniously as a member of a team, adapt to diverse cultural backgrounds and maintain a high standard of personal conduct.

**Education**

**Essential:**
Equivalent to graduation from secondary school with thorough training in accounting or finance/budget practice.

**Desirable:**
University degree in accounting, finance, budget or business administration would be an advantage. Professional qualification or licensure in accountancy is an advantage.

WHO only considers higher educational qualifications obtained from an accredited institution.

**Experience**

**Essential:**
Minimum six years of progressively responsible experience in accounting, finance/budget and administrative work, preferably in a large organization.

**Desirable:**
Accounting/budget, finance experience from other United Nations agencies or international organization is desirable.

**Language**
Excellent knowledge of written and spoken English and Chinese.
Other skills (e.g. IT)
- Work is performed in a typically normal office environment.
- Advanced user of spreadsheets, word processing and other automated systems, including Enterprise Resource Planning (ERP) tools and programming and accounting systems.

Annual salary
Annual salary is CNY211,936 (after tax).

WHO offers a very competitive compensation and benefits package which includes: 30 days annual leave, child allowance, pension plan and medical insurance.

IMPORTANT INSTRUCTIONS:

Note: This vacancy is open to Chinese nationals only. Applications should be transmitted in email message quoting vacancy notice number (VN/CHN/2018/002).

Applicants should submit the completed Personal History Form (PHF) of their relevant experience and other qualifications and give reasons for being suitable of the post. A personal History Form and detailed vacancy notice can be downloaded from www.wpro.who.int/china or http://weibo.com/whoinchina

Applicants are advised to send their applications by email to wpchnwr@who.int

This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged.

WHO has a smoke-free environment and does not recruit smokers or other tobacco users.