

NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Background

"Are you passionate about making a difference in the lives of those affected by crises? As a "Finance Officer", you will play a crucial role in ensuring the financial integrity of our humanitarian efforts. Your expertise will support our mission to provide essential aid and services to communities in need. If you are detail-oriented and committed to excellence, bring your skills and passion to help us change lives!"

The Finance Officer is a member of the Finance team in the Area office. The Finance department is responsible for financial processes and transactions of the organization in a highly challenging and volatile context.

The purpose of this position is to provide the day to day implementation of the finance function's responsibility.

Role Specific Information

- Responsible for timely financial closing of the month in the Area Office.
- Ensure effective cash flows, preparing forecast of expenditures and submitting cash call requests to Country Office.
- Provide finance verification of payment request up to her/his authorization limit and prepare relevant post back.
- Process day to day payment in cash and banks (suppliers, cash advances, staff etc.), ensuring all the supporting documents adhere to NRC Financial Regulations.
- Manage petty cash cashbook and ensure daily recording of expenditures.
- Perform daily cash counts, cash inventory at the end of the month.
- Verify and post all postbacks which prepared by another finance person.
- Responsible for filing the vouchers and other financial documents in NRC's standard filing system and scan all required documents in accordance with Compliance guideline.
- Follow up with money transfer agency to process the payment and transfer the fund to agent's bank account or deposit in cash for cash advances to other Area Offices.
- Monitor & track contract with multiple instalments and keep updated records of bid bonds & framework agreement report.
- Verify LOE (Letter of Engagement) and process payment on a monthly basis.
- Provide finance induction for new non-finance NRC Staff at area office.
- Participate in financial offers bidding analysis, Competitive Bid Analysis (CBA) and tenders as committee member according to the Logistics Standard Operating Procedures (SOPs) and authorization table and provide the required analysis of supplier's financial capacity and other analysis as required.
- Focal point of verifying advances, Expense Claim on TAR system.
- Assist Finance Coordinator in verifying the Spending plan and prepare monthly analysis for grants.

Our Ideal Candidate

Generic professional competencies:

- At Least 4 years' experience in a finance role as a Senior Accountant, Chief Accountant, Finance Officer.
- Bachelor's degree in accounting, or finance-related fields.
- Proficiency in Arabic. Very good level of English written and spoken.

Context/ Specific skills, knowledge and experience:

- Advanced Excel Skills.
- Knowledge of any accounting system will be an asset.

Additional Information

Contract period: till the end of 2024, renewable based on the need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions.

Duty station: South Area Office, Damascus.

To apply for this vacancy, please go through the following link:

https://23109900.webcruiter.no/Main/Recruit/Public/4838935931?link_source_id=0

IMPORTANT NOTES:

- This position is open to candidates who have the legal right to work in the Syria Arab Republic. Please note that we are unable to provide work permits or visa sponsorships for this position.
- Candidates who do not fill in the website application form in details may not be considered.
- Female candidates are strongly encouraged to apply for this position.
- Application deadline is on 29 of July 2024.
- Applicants from this pool might also be considered for other available lower-level vacancy(s) within the same job function, in alignment with organizational requirements and individual qualifications.
- NRC does not request/accept any favors from applicants for the recruitment process. NRC follows a fair and transparent recruitment process based on the already set criteria prior to advertisement and will follow four stages based on these criteria: long listing, short listing, technical test or interview and competency based interview by recruitment panel and reference check.
- NRC is an equal opportunities employer and aims to have staffing diversity and therefore all candidates who meet the Job requirement are encouraged to apply.