

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 to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

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.

Role Generic Responsibilities

The Finance officer is a member of the Finance team in the Area office. The Finance department is responsible for handling the accounting, payments and financial management of the area office in a highly challenging and volatile context.

- Responsible for timely financial closing of the month financial in Area Office
- Ensure effective cash flow, prepare forecasts of expenditures and submitting cash call requests to Country Office and Manage petty cash cashbook, daily recording of expenditures, and Perform daily cash counts, cash inventory at the end of the month.
- Provide finance verification of purchase and payment request up to his/her authorization limit.
- Verify all transaction vouchers in cash & Bank post back which prepared by finance technical assistant and post the transactions in Agresso System and print the system posting voucher.
- Participate in financial offers bidding analysis, CBA analysis and Tenders as committee member according to the Logistics SOPs and authorization table and provide the required analysis of supplier financial capacity and other analysis as required.
- Follow up the monthly Advanced payment for NRC staff
- Provide Finance Induction for new non-finance NRC Staff at area office.
- Relieve as Cashier when required, and any other tasks as per supervisor request within work scope.

Our ideal candidate:

Generic professional competencies:

- At Least Three-years' experience in a Finance Role as Sr. 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 accounting systems will be an asset.
- Previous experience in INGO

Additional Information

Contract Period: Until the end of the current year, renewable based on need, performance, and funding.

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

Duty Station: Aleppo Area Office

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4912698469?link_source_id=0