



**PREMIERE
URGENCE
INTERNATIONALE**

JOB TITLE: FINANCE MANAGER, BASED IN DAMASCUS

DEADLINE : 23 October 2025

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 3 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE
BASED: DAMASCUS

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

GENERAL OBJECTIVE

The Finance Manager is responsible for providing support to Finance Coordinator / its deputy insuring good financial management & budgeting at mission level and to improve existing work practices to ensure compliance with donors and other regulatory requirements.

RESPONSIBILITIES AND TASKS

➤ Supervises and supports in:

A- Financial, Accounting & Budgetary Management:

- Ensures the implementation and correct use of financial, Accounting and budgetary procedures and management tools throughout the mission.
- He/ She will supervise the outcomes of the OFUs (operations follow up) and prepare the OFUs for any new project.
- He/She will be in charge of training the budget holders on who to work on the OFUs
- He/she will prepare the FFU (Financial Follow up) monthly meeting.
 - Responsible for the attribution of the coordination support costs in all budgets in accordance with the support cost allocation system.
- He/She will be in charge of preparing the monthly cash forecast of the mission

B- Cash Flow Management:

- To support the Finance Coordinator in preparing a provisional level of cash flow with teams, as well as to monitor the amount of cash flow to the mission to ensure it is just enough for on-site requirements for the period, taking into account any possible payments from sponsors made locally as part of any request to Head Office for transfer of funds.
- To support the finance Coordinator in checking the cash flow of the mission and transmits to headquarters requests for transfers..
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C- Budget analysis:

- Responsible for the monthly budget follow-up process at mission level.
- Ensure that all Budget Holders manage their budgets correctly, that the budget forecasts are up-to-date and donor rules respected.
- Provide advice and technical assistance in cost analysis, fiscal allocation, and budget preparation.
- Carry out budget projections on a regular basis to ensure that optimum use is made of budgetary resources in respect of the eligibility rules and the flexibility of each donor and implementation partner. He/She will ensure throughout each project that funds are allocated correctly and in respect of the contractual framework as regards rules of eligibility (date, purchasing procedures, etc.).
- Based on the analysis he/she will suggest adjustments to the budgets as needed, which may involve requesting amendments to contracts. He/ She will take into account the contractual period necessary for presenting any amendment for the validation of the Finance Coordinator within the required time.
- Ensure that all Budget holders are aware of the contractual obligations towards donors.

➤ Managing the Finance team:

- Ensure the administrative HR management of his/her team (daily attendance, leaves management) in collaboration with the HR department.
- Ensure that her/his team complies with PUI internal rules (disciplinary management when needed).
- Ensure a regular appraisal process for her/his team and supports her/his team in building their capacities (update of job descriptions/terms of reference, training, definition and follow up of clear objectives).
- Ensure a constant monitoring of her/his team (general and technical).
- Ensures good communication, coordination and information level within the team through regular coordination meetings, formal reporting (or other if needed).S/He participates in the selection process in recruiting as well as organizing ad hoc training when required.



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➤ **Procurement Management:**

- To validate and follow, with concerned managers, purchase files for the mission and make sure that these files are in compliance with PUI procurement procedures that under Finance Manager authority

➤ **Provides internal Reporting:**

- *Prepare any kind of report requested by Finance Coordinator or Deputy Head of mission for accountability.*

➤ **Archiving:**

- *Overall supervision on the Finance Assistant(s) and Officers to ensure having specific folders for each ongoing project containing all related documents.*

➤ **Coordination:**

- *By delegation of the Finance Coordinator, he/she participates in distributing information concerning the financial issues regarding the mission within the mission itself, and he/she will consolidate internal and external reports in these same fields.*
- Hold a weekly meeting with the finance officer responsible for accounting & treasury part to review pending duties and forecast the work in the coming week.
- He/She shall ensure that information is circulated effectively between the field and the Damascus office, between Finance & other departments and in finance team as well.

➤ **Others**

- Any other work related to budget proposal or reports incase asked by the Finance Coordinator or Deputy Finance Coordinator

Dear Appicante,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria- Application form.

[PUI SYRIA- APPLICATION FORM- FINANCE MANAGER, BASED IN DAMASCUS - LINK OF APPLICATION](#)

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.