
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 Specific Information

1. Carries out the daily bookkeeping by utilizing the NRC accounting system & insure accountancy. records are booked on timely manner.
2. Prepare transactions to be posted in Head Office accounts.
3. Prepare the auditors requirement and tax declarations.
4. Ensure allocation of expenses in line with approved budgets and projected expenditures.
5. Communicate financial related matters to all concerned parties.
6. Provide finance verification of purchase and payment request up to his/her authorization limit.
7. Ensure effective cash flows, preparing forecast of expenditures and submitting monthly cash.
8. Ensure monthly payment of taxes.
9. Elaborate monthly bank reconciliations.
10. Lead on preparation and assistance on Internal and/or External Audits and other financial documentation revision from any external body, if any.
11. Perform other related tasks that will be assigned by line manager.
12. Delegated by line manager to supervise Finance Assistant / Finance Technical Assistant for day-to-day tasks follow up and operational functions. Detailed roles and responsibilities on decision-making authority for the respective tasks will be documented in the work and development plan (WDP).

Our Ideal Candidate

professional competencies:

- Minimum three years of experience in Finance and/or accounting related field, preferably within a humanitarian context.
- Previous experience from working in complex and volatile contexts
- Excellent skills of English and Excel.

Behavioral competencies:

- Handling insecure environments
- Planning and delivering results
- Working with people
- Communicating with impact and respect



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Additional Information

- Contract period: Till 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: Syria Country Office.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/4796482551?language=en&link_source_id=0