



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Finance Officer.

Contract type: Full Time.

Duty Station: Syria NWS Office

Number of Vacancies: 1.

Application Closing Date: July 15, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

A Finance Officer is responsible for maintaining sound financial and accounting systems and controls for the Country office. The role entails performing day to day finance and accounting tasks including, reviewing, and processing payments, filing and document retrieval, providing all transactional financial services, including but not limited to pipeline analysis, preparation of financial reports, payroll, reconciliations, accounts payable and receivable.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

➤ **MAIN TASKS AND RESPONSIBILITIES:**

- Work on daily program-wide finance and accounting functions including timely recording of transactions, cash management, banking, payroll, inventory, receivables, and payables.
- Implement financial policies to guarantee operational efficiency
- Implement systems for financial operations in the country office and in area program offices in accordance with the International Finance Manual and donor regulations, including systems for cash flow management, budgeting, consolidation of accounting information, internal controls, financial reporting, financial record-keeping, grant management and compliance.
- Contribute to the continuous improvement of financial/ accounting systems, transactional processing, procedures, and processes
- Process incoming invoices and vouchers, ensuring that these are properly approved, stamped, and coded, after being submitted to the Finance Department.
- Review purchase requisitions and procurements steps (offers, bid summary, purchase orders) and collect necessary signatures. Review applicable agreements backup documentation and ensure that necessary signatures are obtained
- Ensure that transactions are complete, accurate and within the time set.
- Review estimated expenses prepared by the program team and make sure all needed supporting documentation is provided. Consolidate and provide input to monthly pipelines and ensure balances and allocations are realistic and match the accounting records.
- Follows up on TM1 system entries monthly with program teams, ensuring budgets and amendments are duly entered and available in the system. Ensure that Variance analysis is reviewed, correct and updated and that monthly pipeline reports are completed and submitted to HQ timely.
- Assist in preparation and planning of budgets and budget amendments.
- Work on preparation of various supporting audit schedules to facilitate annual audit. Provide support for annual audits and designated project audits. Implement audit recommendations and work on resolving audit findings, as applicable
- Prepare internal and external financial reports, ensure that reports are reconciled with accounting records and in line with internal and external policies and rules. This includes, but is not limited to donor financial reports, applicable reports for the submission to government bodies, internal IMC schedules and reports.
- Work on preparation of weekly and monthly cash flow. Plans and requests for cash disbursements.
- Provide support in recording employee salaries and taxes and other tax reporting.
- Responsible for VAT claims.
- Works on in the month closure on a monthly basis, and fiscal year closure in coordination with the finance team

- Updates and reconciles analysis of Accounts Receivables and Accounts Payables monthly. Keeps track on all Accounts Receivable and Accounts Payable balances, addresses all necessary adjustments with the supervisor before month close end.
- Works with the team on accounting entries into Costpoint-Deltek. Ensures there is proper supporting documentation for all payments and other accounting entries. Prepare Monthly Cash on Hand and Bank Reconciliations, and Cash/Bank transaction journals (CTJ/BTJ) in addition to the Average Exchange Rate Calculation
- Assists senior finance staff in the preparation of monthly financial reports and respond to any other finance-related task requested by country office and/or HQ offices e.g., International Finance.
- Ensure stored finance files are listed physically and electronically and are kept up to date.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

➤ **MINIMUM QUALIFICATIONS:**

- Typically, a 4-year University Degree in Accounting, Finance or Business Administration. Equivalent combination of relevant education and experience may be substituted as appropriate;
- Typically, 3+ years of relevant and progressive experience working in finance/accounting
- Knowledge of varied donor financial regulations such as USAID, DFID, ECHO, UN donors is preferred
- Knowledge of accounting principles
- Demonstrated understanding of and experience using accountability and accounting practices;
- Experience in working with computerized accounting systems, experience with ERP systems preferred;
- Experience working with INGOs preferred
- Must be able to carry out responsibilities independently with minimal technical support from within the organization;
- Committed to continuous learning; willingness to keep abreast of new developments.
- Excellent communication and customer relations skills.
- Ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.
- Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment.
- Can function effectively in a loosely structured work environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements;
- Fluency in English, written and oral is required. Additional ability to read, write and interpret, technical and non-technical in another language may be required according to post position and official country language, such as French and Arabic.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Life Insurance.
- Social Security.
- Medical Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com Please do not submit your CV or application to this website; it will not be considered for review. WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- **This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.**

To apply for this vacancy please click on the following link and fill in the required information:

[Finance Officer NWS Office-FON-15072026](#)

Alternatively, scan the following QR code by your mobile camera:

