



مؤسسة الأغا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ full-time **Area Finance Officer** for its offices in Damascus.

JOB SUMMARY:

The Area Finance Officer (AFO) is responsible for ensuring strong financial integrity, accountability, and compliance across all financial operations of the Area Office. The role provides leadership to the finance team and oversees financial reporting, budgeting, treasury, donor and grant management, procurement oversight (where applicable), asset protection, and coordination of internal and external audits. The AFO reports administratively to the Area Manager for day-to-day operations and functionally to the Chief Financial Officer (CFO) on all financial, compliance, and risk-related matters. The role ensures adherence to financial policies, standards, and risk management frameworks and operates in line with the organization's delegated authority matrix.

ROLES AND RESPONSIBILITIES:

➤ Treasury, Cash, Fund Management and General Operations:

- Managing AKF Area Office accounts and overseeing daily accounting operations including accounts payable & receivable and GL Management.
- Ensure proper documentation, authorization, and filing of all financial transactions in a timely manner. Ensure timely vendor/supplier payments in accordance with organizational policies.
- Review and approve bank reconciliations for all bank accounts regularly.
- Oversee cash management, banking activities, and liquidity planning.
- Ensure proper management of petty cash and regular cash counts.
- Monitor Area Office cash flow and ensure adequate liquidity for operations in coordination with Central Office Finance Team.
- Review financial aspects of program contracts, proposals, and agreements.
- The AFO's role in procurement is limited to financial review and compliance oversight. The AFO should not hold approval authority over procurement decisions where they have also provided the financial clearance.
- Ensure accurate accounting records that support both internal management reporting and donor financial reporting.
- Making sure that Financial Information System (FIS) remains in working condition in cooperation with IT Support and maintain proper data back-ups.

➤ Grant Financial Management and Budget Monitoring:

- Support Area Manager and CFO in organizational financial planning and budgeting processes.

- Review actual vs budget report (monthly) and share and highlight financial risks/variance analysis and support AKF management in decision-making for OHs, Operations and Programme Costs.
- Review and analyse Year-to-date reports (YTD) on monthly basis and share with Area Programme Team/Management for further analysis/review in order to highlight the spending/burn rate for each grant and activity.
- Monthly Financial Analysis Report, review and share the monthly financial updates to management, programme and related staff for overall update on sector/source wise spending across all portfolio as compared to annual budgets.
- Review, analyse and compile all donor's financial reports on monthly/quarterly-basis, including data review, funds analysis and related financial summaries in consultation with Grants Finance of Central Office.
- Ensure donor financial compliance for each donor/grant.
- Budgeting – develop budgets for new funded proposals/concepts and its revision (when required) for all Area related funded grants, in coordination with Grants Finance of Central Office.
- Annual Budget Process – provide support to AM and Grant Finance in grants/funded projects analysis/review while annual budget working including working on forecast/expected annual cost and related analysis.

➤ **Internal Controls, Audit and Compliance:**

- Ensure compliance with organizational financial policies and procedures.
- Strengthen and monitor internal control systems to safeguard organizational assets i.e.:
 - Maintain and regularly verify the area office fixed asset register.
 - Ensure proper recording, tagging, and periodic physical verification of organizational assets.
 - Oversee asset disposal processes in line with organizational policy.
- Ensure financial documentation and records are properly maintained/archived for audit and record purposes.
- Coordinate with external auditors for donor and special audits – Supervise and take lead for the special donor audits including special reviews, Internal Control Assessment (ICA), due diligence requirements by donors, HACT audits and related assessments.

➤ **Team Leadership and Capacity Building:**

- Supervise and mentor the Finance team in executing financial operations.
- Ensure strong coordination within the finance team.
- Support professional development and capacity building of finance staff through on-job trainings whenever required.

➤ **Safeguarding and Organizational Values**

- Foster a diverse and inclusive work environment that welcomes individuals of all genders.
- Adhere to safeguarding policies and Code of Conduct in all interactions, implement safeguarding prevention measures to prevent and report safeguarding concerns, and contribute to a safe and respectful environment for all individuals AKF works with.



QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a university degree in Finance, Accounting, Business Administration, or a related field, Professional accounting qualification is an advantage.
- Five years of relevant experience in finance or accounting, preferably in the INGO sector.
- Proficiency in financial software and Microsoft Office Suite.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management abilities.
- Good communication and interpersonal skills. • Understanding of donor regulations and compliance requirements
- High level of integrity, attention to detail, and ability to work under pressure.

Safeguarding Commitments:

AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of do no harm of the beneficiaries and whom dealing with. In line with this commitment; the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this [Link](#)

Please note that applications submitted through any other platforms will be excluded directly.

Deadline for application submission is Sunday, September 20, 2026.

Only shortlisted candidates will be contacted.

