



Job Description **(SYR – Finance Officer - National Position)**

Objective:

The Finance Officer supports the Senior Accountant in specific financial matters of the mission, to ensure accurate financial management and monthly reports are in conformity to SI's standards and donor requirements.

The finance Officer ensures that the cash box and cash/bank books are perfectly maintained, as well as monitoring, inputting and archiving accounting documents.

He/she is in charge of his/her cash box security.

He/she also check SI's Partners Accounting supporting documents and share feedback with Senior Accountant on incomplete & any supporting documents that are below SI standards.

Desired start date: 15th of May 2026

Duration of the mission: 3 Months, Subject to Renewal / Extension

Location: Damascus - Syria

Main Tasks:

Management of Coordination Office Accounting

- Control petty cash, record transactions, and report discrepancies.
- Prepare monthly accounts reports and reconciliations with proper documentation.
- Record daily cash/bank transactions and conduct regular cash counts.
- Manage financial documents for payments and advances; ensure timely clearance.
- Verify supporting documents, translate into English, archive, and safeguard cash box.
- Import books into SAGA, stamp invoices as paid, and file records properly.

Partners Accountancy Management

- Check partner invoices and integrate expenses into SI templates.
- Monitor compliance with MoUs and financial reporting standards.
- Review supporting documents, provide feedback, and ensure archiving/digitalization.

Cash Forecast Update and Support

- Assist in weekly and monthly cash needs follow-up.
- Monitor HQ fund transfers and report delays.
- Compile Damascus cash needs with HR and Logistics.

Funds Transfer to Bases Through Money Transfer Agents

- Coordinate cash distribution with MTA and follow up on delivery.
- Reconcile invoices and receipts, share with bases, and update trackers.
- Prepare reconciliations and approvals when requested.

General Support

- Support base teams on financial matters.
- Attend finance workshops and trainings.
- Collaborate with departments for forecasting.
- Cover tasks during manager's absence.

DIPLOMAS AND EXPERIENCE

Education & Certifications:

Bachelor's degree in accounting, Finance is required

Experience:

Experience in the humanitarian sector: 2 Years

Experience on a similar position: 2 Years

Key Competencies & Personal Qualities:

SKILLS

TECHNICAL SKILLS

1. Accountancy Analytical skills
2. Accounting skills including usage of relevant software
3. Advanced excel skills

TRANSVERSAL SKILLS

1. Advanced communication and time management skills
2. Autonomous, organized, ability to prioritize and to work under pressure
3. Strong computer skills are essential

Female candidates are strongly encouraged to apply.

LANGUAGES

- Fluent in English (spoken and written).

SI Will Offer you:

A salaried position:

SI will offer a monthly gross salary of 980 USD, along with a comprehensive benefits package.

“Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws”

Application process

interested candidates are invited to apply at the link below

[Submit your application](#)

Please note the vacancy may close before the deadline.
Thank you for your understanding.