



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 a full-time **Finance Officer** for its office in Salamieh.

### **JOB SUMMARY:**

The Finance Officer will be responsible for maintaining accurate financial records, ensuring compliance with internal policies and donor requirements, and supporting the financial management and reporting functions of the organization. This role plays a crucial part in managing financial resources efficiently to achieve the organization's mission. The incumbent will report directly to the Assistant Finance Manager.

### **ROLES AND RESPONSIBILITIES:**

- Review and verify daily invoices, bills, and payment requests and ensure proper documentation and authorization for all payments.
- Process payments in a timely manner in accordance with organizational policies.
- Conduct daily cash counts and manage cash flow.
- Maintain petty cash and ensure accurate reconciliation.
- Process payroll transactions monthly based on data from HR.
- Participation in the annual budget process
- Monitor actual expenditures against budget and prepare variance reports.
- Provide analysis and insights on budget performance to program managers
- Prepare monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Ensure compliance with all donor financial regulations, reporting requirements and timelines.
- Support the annual statutory audit and donor audits.
- Ensure all financial transactions comply with the organization's policies and procedures.
- Implement and monitor internal controls to safeguard assets and ensure accurate financial reporting
- Review financial aspects of program contracts, proposals, and agreements.
- Visit program sites to review financial records and provide on-site support.
- Assist program teams in financial planning and management.
- 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 Bachelor's Degree in Economics, Accounting or Business Administration. A Professional accounting qualification is an advantage
- Three 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.
- High level of integrity, attention to detail, and ability to work under pressure.
- Good command of English, both written and spoken.

### **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](#)

**Deadline for application submission is Tuesday, March 31<sup>st</sup> 2026.**

**Only shortlisted candidates will be contacted**

