
Finance Manager Generic job description template

A job description is a written statement that describes the employee's role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment, job evaluation and grading, goals and performance processes by stating the necessary competencies. It is mandatory for all positions.

Grade:	9
Date approved:	14.Oct.2026/P&O Partner, MENA
Reports to:	Head of Support
Line management of:	2 Finance Coordinators
Technical line to:	Financial Controller MENA
Technical Supervision of:	Finance staff in Area Offices
Duty Station:	Damascus, Syria
Travel:	20 – 30 %to the areas of operation of NRC in Syria
Project number:	SWFX0000
Contract type:	Mobile, in country
Duration:	Fixed term,12 Months

All NRC employees are expected to work in accordance with the organisation's values. To be **dedicated, innovative, inclusive** and **accountable** are attitudes and beliefs that shall guide our actions and relationships. NRC has a commitment to safety and wellbeing and together we build a positive working culture to feel valued, empowered, supported, safe and have a sense of belonging. NRC does not tolerate employees exploiting or abusing people and has zero tolerance to inaction.

Background

In the 15th year since the start of the conflict in Syria, a 15.6 million people, over 61% of the population, is in need of humanitarian assistance. Some 46% of people in need are children. The fall of the former government, in December 2024, sparked hope for the country's future and those in need of aid. However, insecurity, economic collapse and high humanitarian needs persist in the country, alongside opportunities to support Syria's recovery. While about 1.7m refugees and over 2m IDPs have returned home since December 2024, 5.5m remain internally displaced.

The Norwegian Refugee Council (NRC) has been a leading humanitarian actor in the response to the Syria crisis, in Syria and across the region, since 2012. Against a backdrop of conflict, socioeconomic and environmental deterioration, climate change and natural disasters, we provide emergency, transitional, early recovery and resilience programmes to people in need. We lead advocacy to promote unimpeded and sustained access to assistance for people across Syria and we call for increased humanitarian funding, resilience and early recovery support to alleviate the hardships of the Syrian people.

Roles and responsibilities

The Finance Manager is to be responsible that the financial set up is according to NRC standard and to support programme/project implementation.

Generic Responsibilities

1. Ensure that country set up adhere to Financial Handbook, NRC policies, donor and auditor requirements
2. Implement NRC's financial systems, routines and procedures
3. Maintain overall budget control and monitor cash flows
4. Management of financial team
5. Training of line managers and staff with financial responsibilities
6. Provide regular financial analysis and reports
7. Implement anti-corruption policy
8. Promote the rights of IDPs/returnees in line with the advocacy strategy

Specific responsibilities:

Lead the implementation of all finance-related policies, procedures, strategies, and initiatives in collaboration with the Finance teams across country and area offices, ensuring alignment, consistency, and compliance. Place particular emphasis on financial analysis to support the smooth financial piloting of the Syria mission, especially during the transitional phase toward a unified office structure.

Accounting and Cashflow Management

1. Ensure monthly accounting closing is done on time and following NRC financial procedures.
2. Monitor Cash flows for all Area Offices where funds are channelled from the Country Office
3. Follow up on Income received from donors which payment is made locally.
4. Ensure regular analysis of cash and liquidity context in Syria to update CMG and propose solutions-oriented strategies to ensure continuous operations (banking systems, FSPs, e-wallet etc).

Budgeting and Reporting

1. Update Master Budget on regular basis to ensure funding needs are up to date as well as ensure coverage with the donor funding.
2. Elaborate budget for new proposals, ensuring donor regulations have been taken into consideration.
3. Elaborate finance reports to submit to donors or do quality control and compilation if elaborated at Area Office level.
4. Consolidate Financial proposals and final reports for those projects covering multiple Area Offices.
5. Support the Annual Funding Allocation planning process and further annual revision.

Financial Analysis

1. Elaborate monthly Budget versus Actual for all projects and prepare forecasts of expenditures in coordination with Programme Staff.
2. Provide timely, accurate and complete financial reporting and analysis that can be used for further improvement of service delivery and support informed decision making by Country Management Group.
3. Provide financial advice to the budget holders, ensure adequate support is provided to programs and support functions ensuring the alignment of resource allocations with organizational priorities at budgeting and implementation stages.
4. Ensure costs are allocated according to the NRC Fair Share model and contribute to adapting the Head Office requirements to Country office finances.
5. Prepare in coordination with Head of Program and Head of Support the forecast of income annual income as part of NRC standard reporting to the board members.

Supporting Documentation, Financial Systems and Auditing

1. Manage internal and external financial risks, highlight and resolve relevant issues with CMG.
2. Elaborate, review and update Finance Standard Operating Procedures for Syria Office anytime there are significant changes, especially during the integration of both missions.
3. Ensure Securing Supporting Documentation monthly procedures are being followed by the Finance Staff across all Area Offices.
4. Support the implementation of the Syria Partnership strategy through active review of support structure, processes, and capacity building to ensure transparent, effective and compliant implementation and follow up of NRC partners. Ensuring that Financial managements of NRC Syria partnerships is compliant with NRC global policies and guidelines as well as donor regulations. Do finance checks and validation of expenditures as per delegation of authority.
5. Lead on engagement of Auditors and Area Offices when necessary

Capacity Building

1. Provide strong leadership to the Finance team in all offices whether with a direct line management or technical, ensuring competent and motivated staff are hired and retained.
2. Ensure Finance capacity in all Area Offices conducting capacity building and on-the-job training.
3. Conduct training on Finance Procedures and Donor Regulations to Finance, Programme and Support staff at Country offices and Area Offices
4. Promote Diversity, Equity and Inclusion (DEI) initiatives within the finance unit as per the CO strategy

Scale and scope of the position

Financial responsibility:	TBC
Resources responsibility:	▪ Finance Coordinator (Budgeting and Reporting), Finance Coordinator (Accounting), 1 Finance Technical Officer, 1 Finance Officer and 1 Finance Technical Assistant. Technical manager with Finance staff in Area Offices. ▪ Donor's Finance focal point, local partners finance focal point, Banks, Auditors, FSPs. ▪ Legal banking and FSP regulations, compliance with tax regulations and other financial legal frameworks

Critical interfaces

Relevant interfaces for this position are:

- Country Management Group (CMG)
- Area Managers, Area Programme Managers and Finance Staff in Area Offices
- Programme Unit, CC Specialists and Grants Unit.
- Support Unit Managers at Country Office
- Data and Technology Team
- Risk and Compliance Unit
- Global Finance Team, Financial Controller at Head Office and Unit4 team

Generic professional competencies

- Minimum of 4 years' experience within Finance field, of which 3 years should be manager experience in a humanitarian or recovery context.
- Bachelor's degree in Finance, accounting, or any relevant field. Masters degree is added value.
- Knowledge and skills in cash-based interventions and financial service provider assessments
- Experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile

Context related skills, knowledge and experience

- Knowledge of Syria context
- Experience of financial systems and structures development, especially during change management processes
- Solid knowledge of computer software and modern accounting systems
- Fluency in English, both written and verbal
- Experience in leading finance units during start-up, significant change management, exit or emergency response phases of operation.

Behavioural competencies

- Handling insecure environment
 - Planning and delivering results
 - Working with people
 - Analysing
 - Communication with impact and respect
 - Coping with change
 - Build meaningful relations
 - Act with integrity
 - Empower people
 - Deliver results
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