

TERM OF REFERENCE

Finance Officer

ABOUT ACTED

About Acted

"We go the last mile. Founded in Afghanistan, against the backdrop of a forgotten crisis, Acted's mission is to save lives and support people in meeting their needs in hard-to-reach areas. Millions of vulnerable people around the world need humanitarian assistance today, and hundreds of millions will need it tomorrow, in the face of the growing threat of climate change. We believe that our assistance must be conceptualised and delivered within the framework of people's natural environments, and the territories on which they depend. Therefore, Acted pursues a triple mandate as a humanitarian, environmental and development aid actor, contributing to the relief, stabilisation, and recovery of crisis-affected people in fragile areas. This vision is guided by the motto "Think Local – Act Global" - reflecting the need to rely on a deep understanding of local territories and contexts to develop and implement actions based on local knowledge, structures and capacities. This local thinking contributes to a global response - running through all Acted programming and operations - as we work together towards the building of a 3ZERO world: a world with Zero Exclusion, Zero Carbon, and Zero Poverty".

Greening strategy:

Acted's greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often those most affected by the deepening environmental crisis. Each Acted employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes

Acted PSEAH Policy:

The Finance Officer has the responsibility to adhere to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment). Finance Officer has the obligation to complete all mandatory trainings related to the Code of Conduct and the PSEA policy and report any safeguarding concern such as breaches of organisational policies or codes of conduct according to Acted's procedures. Finance Officer carries out work duties in a way that does not harm children, vulnerable adults or other staff or volunteers.

LOCATION: Damascus, Syria

START DATE: ASAP

JOB PURPOSE

The Finance Officer is a key member of the finance team at Capital Level. S/he is responsible of the Accounting software, Procurement Control, Cash management including Banks and MTAs, Accounting, and Archiving.

CHAIN OF COMMAND

Under the authority of:

WORKING RELATIONS

Internal:



Country Finance Manager	Logistics, HR, compliance, and Expats
<u>Line Management:</u> N/a	<u>External:</u> Suppliers, Banks
<u>OBJECTIVES</u> <ol style="list-style-type: none"> 1. Procurement is validated as per acted Manual and procedure 2. Ensure that payments are made efficiently and on a timely manner as per ACTED internal rules and processes in terms of compliance and validation 3. Ensure that the capital accounting books are correctly maintained and updated for a smooth monthly reporting 4. Ensure that the allocation and information of the bank books are correct and compliant 5. Ensure that monthly bank reconciliations are matching 6. Ensure that all documentation is properly scanned and archived as per ACTED standards 	
<u>DUTIES & RESPONSIBILITIES</u> <ol style="list-style-type: none"> 1. <u>Procurement review :</u> <ol style="list-style-type: none"> 1.1. Validate procurement of capital managed scenarios submitted by logistics, in respect to acted's procedure and manual, SoPs, or Memo. 1.2. Update the Contracts Follow Up File. 1.3. Attend tenders opening. 2. <u>Cash & Payments Management</u> <ol style="list-style-type: none"> 2.1. Ensure sufficient cash in the banks to process payments, by the monthly cash request shared with HQ in coordination with the acted's offices in the country. 2.2. Validate and process payments by banks, Cheques, or MTAs, ensure eligible supporting documents, and necessary approvals are maintained. 2.3. Ensure accurate monthly bank reconciliation prepared, signed, and archived, and report variances if any. 3. <u>Accountancy Management and control</u> <ol style="list-style-type: none"> 3.1. Register payments voucher once the payment is processed in your bankbooks 3.2. Validate the accountancy of each office in the country, the expenses paid by HQ, between missions, from Partners, and requests for allocations, and upload in the accounting software "SAGA" 3.3. Make sure that all information in the accountancy is in line with ACTED standards (accounting codes – harmonised description – third party codes, allocation, etc.) 3.4. Prepare and record vouchers for any exchange currency or transfer in the concerned bank books. 3.5. Do the necessary reconciliation in the accounting software (<i>Matching/Lettering</i>), and any other tasks associated with SAGA when requested, such as: <i>FS, Exchange rates, TPCs creation, etc...</i> 4. <u>Archiving Management</u> <ol style="list-style-type: none"> 4.1. Make sure the vouchers' numbers and dates are matching the accounting records and they are stamped PAID 4.2. Make sure all payment vouchers and supporting documents are compliant to ACTED procedures, scanned, and archived as per ACTED policy 4.3. Validate and Provide samples to the compliance when required for the auditors 5. <u>Other Tasks:</u> <ol style="list-style-type: none"> 5.1. Collect and archive signed Time Sheets 5.2. Provide samples to compliance when requested 	



5.3. Any other tasks assigned by the line manager

KEY PERFORMANCE INDICATORS

- Monthly closure of SAGA
- Number of accurate & timely submission of bank books for accounting
- Liquidity sufficiency
- Number of timely bank reconciliations
- Number of archived scanned vouchers & missing
- Number of complete & timely providing samples to the compliance
- Timeline of procurement review and payments processing
- Feedback from other departments and the area

QUALIFICATIONS

- Bachelor's degree in accounting or a related field
- Fluent English and Arabic (written and spoken)
- Excellent writing and communication skills
- At least 3 years work experience with minimum 1 year as Finance Officer, INGO/NGO experience is preferable.
- Ability to work under pressure in a high-pace environment
- Good organisational and prioritisation skills
- Proficiency in Microsoft Excel
- Strong interpersonal and analytical skills
- Details oriented and control skills

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form.

[Finance Officer- Capital 29.Oct.2026 – Fill in form](#)

