

DEADLINE : 15 April 2026

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: Der Alzour

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

ABOUT PUI IN SYRIA

Under the supervision of the Field Coordinator and the technical guidance of the Finance Manager, the Finance & Admin Officer ensures sound financial management, treasury control, administrative coordination, and HR administrative support at base level, in compliance with Première Urgence Internationale (PUI) procedures and donor regulations.

The position contributes to operational efficiency by ensuring accurate accounting, budget monitoring, proper internal control, and reliable financial reporting.

GENERAL OBJECTIVE

Under the direct supervision of the Field Coordinator and functional supervision of the Deputy Finance Coordinator, the Finance & Admin Manager is responsible for the sound financial, accounting and budgetary management of the base as well as the management of human resources and administrative and legal files of the base in compliance with PUI and donor procedures.

Mainly responsible for:

Financial, Budgetary and Accounting Management: Ensures proper financial, accounting, and budgetary management at base level, and guarantees compliance with relevant procedures, with the functional support of the Deputy Finance Coordinator

Human Resources Management: Oversees administrative human resources management activities at base level, ensuring compliance with HR policies and procedures, with the functional support of the HR Coordinator.

Administrative Management: Supervises overall administrative management at base level and ensures compliance with applicable procedures, with the functional support of the Deputy Finance Coordinator.

Coordination, Reporting and Representation: Ensures the centralization and dissemination of information related to financial, administrative, legal, and HR matters. Contributes to internal and external reporting in these areas and represents the organization with partners, authorities, and relevant local stakeholders.

Team Management: Supervises and manages the administrative and finance team at base level, ensuring effective performance and coordination.

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES:

1- ENSURE SOUND FINANCIAL, BUDGETARY AND ACCOUNTING MANAGEMENT OF THE BASE

- **Accounting Support**

- Ensure proper collection, verification, and filing of financial supporting documents (invoices, receipts, attendance sheets, payment requests) before submission to the Finance Manager.
- Maintain the Base financial filing system (soft + hard) in line with PUI standards and audit requirements.
- Ensure timely transmission of accounting documents to Damascus according to monthly closure deadlines.
- Support the Finance Manager by following up with base teams on corrections/clarifications flagged during monthly accountancy review.

A. Cash Management

- Manage the base cashbox, including daily record-keeping, cash counts, and compliance with cash management procedures (SOPs).
- Prepare weekly cash requests for the base in coordination with the Program/Admin teams and submit them to the Finance Manager.
- Ensure the cashbook accuracy and assist in monthly reconciliation with Damascus Finance.
- Support base-level bank processes (withdrawals, deposits, documentation), while ensuring all bank slips are archived and shared with Finance Manager...

B. Financial Follow-Up Support

- Provide updated information to the Finance Manager – Coordination office for:
 - Monthly CFF inputs (base needs, expected payments, planned activities).
 - Monthly FFU inputs (expenses justification, pending payments, commitments).
- Follow up with base budget holders to ensure timely submission of operational documentation,
- Monthly OFU cycle for base level.

C. Compliance & Data Quality

- Ensure all admin/finance files at base are audit-ready, well-organized, and fully supported.
- Report immediately any deviations, risks, missing documents, or inconsistencies to the Finance Manager and Deputy Finance Coordinator.
- Ensure correct use of templates, naming conventions, and filing structure as mandated by coordination.

D. Communication & Coordination

- Act as the finance liaison focal point between the Base teams and Damascus Finance Department (FM + Deputy).
- Ensure timely sharing of administrative/financial information with coordination, especially during monthly closure period.
- Participate in internal base meetings and provide finance-related updates where relevant.

E. Cash Flow & Treasury Support

- Consolidate base financial needs and communicate them weekly to the Finance Manager.
- Maintain an updated Base Cash Needs Tracker aligned with program activities.
- Ensure cash levels are kept within safe operational thresholds and report any discrepancies immediately.
- Support the Finance Manager in preparing treasury documents (e.g., cash movements, handover forms, bank slips).

2- ENSURE SOUND MANAGEMENT OF THE BASE NATIONAL HUMAN RESOURCES

- Ensures sound management of national human resources at base level.
- Oversee recruitment processes at base level, including validation of job descriptions, recruitment requests, selection processes, and evaluation tools.
- Participates in decisions related to disciplinary actions or termination of employment contracts in coordination with the Field Coordinator.
- Supports the integration of new employees, conducts financial induction, and ensures that administrative, HR, and financial procedures are clearly explained and understood.
- Ensures compliance with internal Rules of Procedure at base level.
- Oversee the administrative management of national staff, including contract management, attendance and absence tracking, personnel file management, and archiving.
- Validates HR databases and oversees payroll processes.
- Ensure accurate calculation and reporting of taxes and supervise related declarations and payments to relevant authorities.
- Ensures compliance with labor regulations and proper working conditions for employees and liaises with staff representative bodies where applicable.
- Monitors the organizational chart and staff training plans, and provides training in relevant areas (HR, management, finance) when needed.
- Contributes to the definition and implementation of HR policies, including monitoring changes (e.g., cost of living adjustments), and reports relevant updates to the Administrative and Finance Coordinator.

3- MANAGE THE BASE ADMINISTRATIVELY

- Participates in the development of partnership agreements with local NGOs in coordination with the HR Coordinator and the Deputy Finance Coordinator, within the framework of project implementation. Provides support and technical training to partners on financial tools, procedures, and the monthly monitoring of their financial reports.
- Verifies and validates all contracts established at base level.
- Ensures administrative follow-up of leases, claims, and insurance contracts.

4- PARTICIPATE IN COORDINATION ON THE BASE, REPORTING AND CIRCULATION OF INFORMATION

- Ensures timely submission of internal and external reports to the Field Coordinator, Deputy Finance Coordinator, and HR Coordinator, in line with established deadlines (HR database/HR pack, accounting, budget monitoring, OFU/FFU, cash flow forecasts, etc.).
- Actively participates in internal and coordination meetings at base level.
- Ensures an efficient flow of financial and human resources information between the base and the coordination office.
- Represents the organization at base level with administrative authorities on HR and financial matters (e.g., banks, labor authorities, and other relevant institutions).
- Monitors regulatory developments at regional level and reports relevant updates to the coordination office.

5- "ADMINS" TEAMS SUPERVISION

- Oversees and organizes the work of the entire Finance and HR team, both directly and indirectly.
- Develop job profiles for team members and conduct delegates for recruitment interviews.
- Implements individual action plans for team members, provides training, and conducts annual performance evaluations.

REQUIRED SKILLS

- **Education** : University degree in Finance, Business Management, Accounting or related field.
- **Professional Experiences:**
 - Minimum 3 years of experience in a similar position.
 - Experience with accounting software (SAGA preferred).
 - Experience in donor-funded projects is required.
- **Technical Skills**
 - Strong knowledge of INGO / NGO accounting procedures.
 - Sound experience in Administrative and HR Management
 - Understanding of donor guidelines ([i.e:](#) ECHO, UN agencies, etc.).
 - Good Excel skills.
 - Budget monitoring experience.
- **Competencies**
 - High level of integrity and confidentiality.
 - Strong organizational and analytical skills.
 - Attention to detail.
 - Ability to work under pressure.
 - Strong communication skills.
- **Languages**
 - Good written and spoken English and Arabic.

Dear Applicant,

To apply for this Vacancy,
Please copy below link and fill the PUI Syria application form.

https://docs.google.com/forms/d/e/1FAIpQLSeDi1Ah_3nYozSbj6W7wba_zD9XPYyJ1ths_omeTEPEJK_KHUg/viewform?usp=publish-editor

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities