



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Finance Manager.

Contract type: Full-time.

Duty Station: NWS Office/Aleppo.

Number of Vacancies: 1.

Application Closing Date: April 16,2026, 4:00PM.

➤ ***JOB SUMMARY***

Responsible for ensuring that financial management and accounting comply with donors' policies and procedures, development, and oversight of compliance issues.

The tasks and responsibilities below are intended to describe the general nature and level of work being performed by persons assigned to this position.

The level of work performed may vary depending on the complexity of the country portfolio, as to the number of influencing factors and their interdependencies. Some of the factors affecting complexity may be size of country program (USD value and number of projects), variety of donors, interdependence and interrelations of projects, number of field sites, stakeholders, resources, country context, etc.

The Manager, Finance is managed by the Field Site Coordinator and have a dotted line to the Coordinator, Finance.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

➤ ***MAIN TASKS AND RESPONSIBILITIES***

Accounting and Finance Management

- Works closely on day-to-day accounting operations and financial management functions in field offices ensuring these are performed in accordance with internal policy and procedures;
- Organize and develop country activities in finance, accounting, planning, internal control and audit, billing, credit control and cash collection,
- Provide country management with the appropriate financial information in accordance with accounting procedures and donor regulations
- Provide cash flow in the country and ensure that cash needs are fulfilled. Communicate outstanding installments with the donor, as applicable.
- Review and account for procurement transactions to ensure adequate supporting documentation, accuracy of amounts and control over payments;
- Suggest formats for financial reporting to aid financial statement users to better understand the contents of the reports for decision-making and strategic planning purposes;
- Ensure the maintenance of accurate records of financial transactions of the country office (main and field offices) to monitor financial status of all project activities;

- Assist with the management of the country finance department to meet the financial reporting requirements of in-country management and Headquarters; This function includes ensuring that all financial reports are submitted on or before the deadlines set and contain relevant information for all the users of the financial reports;
- Direct the preparation of all financial reports for external purposes in respect to accounting, legal and contractual requirements;
- Maintain the system of accounts ensuring all accounting data are updated, reconciled, and fully supported; Ensure the accuracy and updates of Key of Allocation according IMC practices.
- Oversee accounts payable and receivable, ensuring that monthly analyses are available, reconciled and kept up-to-date, and that any necessary adjustments are addressed in a timely manner.
- Oversee training of finance staff and provide technical support to country program and logistics;
- Assist and or prepare budgets;
- Present & facilitate review of actual budget expenditures with Budget Holders and other country management staff. As required, provide recommendations for budget realignments as required;
- Oversee and analyze the preparation of operational budgets for each location and consolidate country office master budget. Update the master budget on a quarterly basis and communicate with country management team to ensure country office overall cost coverage
- Ensure compliance with internal and donor regulations and procedures; enforce finance and supporting function policies, systems, and procedures, and direct or perform their development, documentation, and implementation;
- As applicable, work closely with HR in the recruitment and selection of qualified finance staff, recommend promotions, disciplinary action, and termination of finance staff in consultation with supervisors;
- Maintain open line of communications with all field and corporate staff, as applicable
- Maintain frequent communication with Finance Administrative Director/Finance Director to ensure finance activities and objectives are communicated;
- Work with program and logistics staff to ensure the coordination of programs are within budgeted targets;
- Attend coordination meetings which are relevant to country activities;
- Interface with national government and relevant agencies to ensure compliance with varying government regulations when necessary.

Audit

- Facilitate and coordinate various internal and external reviews and audits. This includes, but is not limited to annual statutory audit, donor projects specific audit, annual organization audit, etc.
- Ensure that documents requested by the auditors are complete and provided timely
- Coordinate preparation and review country office management response to audit findings
- As applicable, initiate request for audit services in a timely manner to ensure audit is being done within scheduled time frame.
- Implement and/or coordinate implementation of the audit recommendations from various audits
- Maintain audit tracker including audit queries/responses.

Representation

- Serve as a liaison with donors on matters related to the program to ensure financial and programmatic accountability to donors;
- Assist in activities to ensure maximum visibility of the agency amongst the NGO community;
- Participate in the production of reports and ensure the timeliness and accuracy of information provided, as well ensuring confidentiality of sensitive information;
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organization's Code of Conduct, ethics, values, and stand-point regarding internal and external actors.

Training / Capacity Building

- Train field finance staff to increase their responsibilities to build capacity and ensure sustainability of programs
- Advocate and plan for professional development for finance field staff

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

➤ **MINIMUM QUALIFICATIONS**

- Typically, a 4-year University degree in Accounting or Business Administration. Equivalent combination of relevant education and experience may be substituted as appropriate;
- Typically, 7+ years of relevant progressive experience in the finance field, including minimum 5 years' experience, in the administrative and financial management of overseas programs;
- Be able to work in highly volatile and complex security environment is required;
- Extensive experience in working with computerized accounting systems, experience with ERP systems is a plus
- Experience with Donor reporting preferable USAID, OFDA, UN Donors, ECHO and other private Donors;
- Must be able to carry out responsibilities independently with minimal technical support from within the organization;
- Knowledge of varied donor financial regulations;
- Experience in managing procurement and logistical procedures and policies;
- Proven leadership qualities required; experience in working with a large national staff team
- Strong negotiation, interpersonal and organization skills;
- Can function effectively in a loosely structured work environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements
- Ability to read, write, analyze, and interpret, technical and non-technical in the English language
- Ability to effectively present information and respond appropriately to questions from senior managers in the field and HQ, counterparts, government, local communities and rebel leaders and other related regional players
- Fluency in both English and Arabic, written and oral is required.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to InternationalMedicalCorpsatthewebsitefor reportingmisconduct:www.InternationalMedicalCorps.ethicspoint.com.

Please do not submit your CV or application to this website; it will not be considered for review.

- WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

- This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

❖ **Code of Conduct:**

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps&amp;amp;amp;amp;amp;rsquo; and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which

may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

❖ **Safeguarding:**

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons.

❖ **About us**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

➤ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

[Finance Manager - NWS Office Aleppo-FMN-16042026](#)

Alternatively, scan the following QR code by your mobile camera:

