

SUBAWARD FINANCE OFFICER

Position Description

Location Syrai

Position Status Full-time

Salary Level (Refer to the Country Salary Guidelines)

Current Team Member NA

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

The Program / Department / Team

The Mercy Corps Subaward and Compliance Department supports all financial and compliance aspects of sub-grant management and partner engagement. In its role as a support to the Syria Program Department, the Subaward and Compliance Department is responsible for ensuring subrecipients are compliant with donor regulations as well as Mercy Corps' internal policies and procedures. It supports the program team to ensure that financial resources are used efficiently and effectively. The department is involved in pre-award and due diligence processes, contracting, financial report support, reviews, and approvals, payments, capacity development, compliance reviews and audits, close-out. The department is also a main actor in ensuring partnership strategy is embedded in programming, by providing on-the-job and ad-hoc support to partners on all finance and compliance related issues to ensure compliance and also importantly to build the financial and compliance capacity of partners.

The Position

Working in the Sub-award and Compliance Department under the direction of the Senior Finance and compliance manager, the Sub-award Finance Officer will work closely with Partners to ensure exhaustive financial reporting in compliance with donor and MC subawards policies and procedures.

Essential Responsibilities

Subaward Management

1. Provide support and first review of Partner Pre-award assessment as per MC Sub-award procedures,
2. Draft Partner monitoring plan for Senior Finance and Compliance Manager and Sub-award Compliance Manager's review,
3. Provide first review of partner budgets according to partner budget review checklist,
4. With the support of the Sub-award Compliance Manager, assist the Partner to prepare the supporting document matrix for their budget (through meetings with Partner finance staff as needed),

5. Review sub-award financial reporting package, amounts, calculations and supporting documents, ensuring compliance with supporting documentation matrix, compile all comments in one document and once agreed with the Senior Finance and Compliance Manager and Sub-award Compliance Manager, follow-up issues with Sub-award Finance staff,
6. Assist in sub-award site monitoring visits as per monitoring plan and provide report to Finance Managers.
7. Maintain subgrant financial files, process sub-award payments and reconcile subgrant financial tracking to general ledger reports.
8. Track Financial reports submissions and Partner's payments and update Partner Trackers.
9. Track Partners' expenditures against budgets and flag any issues to Programme team and Finance Managers.
10. Make sure that reports and all supporting documentation is prepared and filed according to MC procedures.
11. Assist in the training and support for local NGOs, including answering daily questions, training new hires, making visits to Partners' offices, etc
12. Assist the Senior Finance and Compliance Manager in responding to audit inquiries and requests for financial information.
13. To know and be familiar with the Subaward Policies and Procedures, field finance manual, procurement manual and any additional local policies (National Staff Policy Handbook, cash management, local travel, etc).

General

- Conduct him/herself both professionally and personally in a manner that reflects positively on Mercy Corps and does not compromise its humanitarian mission.
- Proactively seek guidance, support, and clarification when needed to ensure effective performance of duties.
- Perform other duties as assigned.

Capacity strengthening and partner communication:

In coordination with the Subaward Compliance Manager:

1. Support partners with needed trainings and/or coaching;
2. Hold meetings with partners to coordinate or to resolve challenges encountered, as necessary, directly or in coordination with other partner focal points (programs or PaQ).
3. Work with partners addressing areas of improvement needed within their organization's policies and procedures in line with recommendations from the pre-award assessment, or as identified through other interaction or assessments.

Collaboration and Team Support

- Contribute to a collaborative and participatory work environment built on mutual respect and shared accountability.
- Communicate clearly with relevant teams, align on expectations, and provide constructive input to support effective coordination.
- Utilize available tools, resources, and systems to enhance performance and achieve objectives.
- Work closely with cross-functional teams, support problem-solving efforts, and contribute to inclusive and well-informed decision-making processes.

SAFEGUARDING RESPONSIBILITIES

- Actively learns about safeguarding and integrates it into their work including with external stakeholders and direct reports if applicable
- Practices the values of Mercy Corps as detailed in the Code of Conduct and safeguarding policies including respecting the dignity and well-being of community participants and fellow staff members
- Holds themselves accountable for making appropriate decisions that impact community members and team members
- Takes responsibility for their personal and professional behavior
- Encourages openness, transparency and communication in their team; encourages team members to make any reports if they have any concerns using internal reporting mechanisms (i.e. Integrity Hotline, HR etc.)
- Demonstrates a high level of integrity and treats others with respect

Supervisory Responsibility

N/A

Accountability

Reports Directly To: Senior finance and compliance manager/Subaward Compliance Manager

Works Directly With: Director of Program, Partner Organizations / Sub-grantees; Program Managers; PAQ Team (M&E and IM); Crisis Analysis Syria (CA-SYR) team; Finance and Operations staff as relevant.

Accountability to Participants and Stakeholders

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

Minimum Qualification & Transferable Skills

- Two or more years of general ledger accounting experience is required.
- A university degree in finance, accounting or a related business field is required.
- Two years of experience in the Finance Department of a non-government organization is an asset
- Familiarity with major international donor rules and non-profit accounting
- Prior experience with computerized general ledger software
- Advanced computer skills in MS Office programs, particularly Excel and Access.
- Strong analytical skills coupled with a solid understanding of grant management rules.
- Excellent oral and written English skills
- Familiarity with Syrian accounting rules and procedures

Success Factors

A successful Subaward Finance Officer will demonstrate strong attention to detail and the ability to effectively coordinate and communicate with colleagues across different functions and work styles. S/he will be able to follow established procedures, manage multiple priorities, and meet deadlines while maintaining accuracy and compliance. The role requires initiative, adaptability, and accountability for results, with the ability to quickly learn and apply policies and systems related to subaward management.

The candidate should be able to understand the broader programmatic context while ensuring strict adherence to finance and compliance requirements. S/he will play a key role in supporting compliant and timely subaward implementation, balancing control with facilitation. The ability to work both independently and collaboratively is essential, along with familiarity with financial processes, documentation requirements, and partner management. Cultural awareness and sensitivity when working with partners are also critical.

Mercy Corps team members represent the organization both during and outside of working hours when deployed in the field or on official travel. Staff are expected to maintain professional conduct at all times and adhere to local laws, customs, and Mercy Corps' policies, procedures, and values in all in-country contexts.

Living Conditions / Environmental Conditions

The position is based Damascus-Syria with travel to support field country programs where partners are based, which may include travel to insecure locations where freedom of movement is limited and areas where amenities are limited.

Ongoing Learning

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

Team Engagement and Effectiveness

Achieving our mission starts with how we build our team and collaborate. By bringing together individuals with a variety of experiences, backgrounds, and perspectives, we strengthen our ability to solve complex challenges and drive innovation. We foster a culture of trust and respect, where every team member is valued for their contributions, empowered to reach their full potential, and motivated to do their best work.

We recognize that building a strong and effective team is an ongoing process, and we remain committed to learning, improving, and growing together.

Equal Employment Opportunity

Mercy Corps is an equal opportunity employer committed to providing equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, sexual orientation, religion or belief, national origin, age, disability, marital status, veteran status, or any other characteristics protected under applicable law.

Safeguarding & Ethics

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC **and have signed on to the [Interagency Misconduct Disclosure Scheme](#)**. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct elearning courses upon hire and on an annual basis.

As an applicant, if you witness or experience any form of sexual misconduct during the recruitment process, please report this to Mercy Corps Integrity Hotline (integrityhotline@mercy Corps.org).

الصون و الأخلاق

ميرسي كور تلتزم بضمان المعاملة اللائقة واحترام جميع الأفراد اللذين نتواصل معهم من خلال عملنا، سواء كانوا أعضاء الفريق أو أعضاء المجتمع أو المشاركين في البرامج أو غيرهم. نحن ملتزمون بالمبادئ الرئيسية المتعلقة بمنع الاستغلال والإساءة الجنسية التي وضعها الأمين [نظام الإفصاح المتبادل بين الجهات الفاعلة في](#) وقد وقعنا على (IASC) العام للأمم المتحدة واللجنة الدائمة للتنسيق بين الوكالات الإنسانية حالة السلوك الغير اللائق. عند التقديم لهذا الدور، يؤكد المتقدم أنه لم ينتهك في السابق سياسة السلوك الجنسي، والاستغلال والإساءة جنسية، صون الأطفال، أو الاتجار بالبشر لأي جهة عمل. ميرسي كور لن تتسامح مع إساءة معاملة الأطفال أو الاستغلال الجنسي أو الإساءة أو التحرش من قبل أو بسبب أعضاء فريقنا. كجزء من التزامنا تجاه توفير بيئة عمل آمنة وشاملة، من المتوقع أن يتصرف أعضاء الفريق بطريقة في جميع الأوقات. كما [سياسات وقيم مدونة قواعد السلوك الخاصة بمنظمة ميرسي كور](#) مهنية، تحترم القوانين والعادات المحلية. والالتزام. يتطلب من جميع أعضاء الفريق إكمال دورات التعليم الإلكتروني الإلزامية لقواعد السلوك عند التوظيف وذلك بشكل سنوي.

كمقدم للوظيفة، إذا كنت قد شهدت أو تعرضت لأي نوع من أنواع السلوك الجنسي الغير لائق خلال عملية التوظيف، يرجى الإبلاغ عن ذلك إلى خط النزاهة في منظمة ميرسي كور (integrityhotline@mercy Corps.org).

RECRUITMENT SCAMS & FRAUD WARNING

Mercy Corps has become aware of scams involving false job offers. Please be advised:

Recruiters will never ask for a fee during any stage of the recruitment process. All active jobs are advertised directly on Job.sy.

Official Mercy Corps emails will always arrive from a @mercy Corps.org email address.

Please report any suspicious communications to ((integrityhotline@mercy Corps.org))

Personal Consent:

The organization collects your personal data for the purposes of managing the organization's recruitment related activities as well as for organizational planning purposes globally. Consequently, the organization may use your personal data in relation to the evaluation and selection of applicants including, for example, setting up and conducting interviews and tests, evaluating and assessing the results thereto and as is otherwise needed in the recruitment processes including the final recruitment.

The organization is an international organization consisting of multiple affiliated companies in various countries. The organization has international sites and uses resources located throughout the world. Your data may be held on secure platforms globally, including outside of the EU. All personal data whether relating to recruitment or employment, is held on a secure platform and system which is subject to regular testing and audit. Unless stated in the job description that the post involves other organizations with which the information will be shared as part of the recruitment process, your personal data will only be shared with third parties where consent is given.

The organization participates in the Inter-Agency Misconduct Disclosure Scheme (the “Scheme”) (www.schr.info/the-misconduct-disclosure-scheme). Accordingly, we request information from a job applicant’s previous employer(s) about any investigations which found that the applicant committed sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents of misconduct under investigation when the applicant left employment. By applying, you confirm your consent to the organization collecting your prior employment history under the Scheme as part of the application process. Your data will be stored for up to four years.

Important Notice: Mercy Corps never charges candidates any fees at any stage of the recruitment process. If you are asked to make a payment for a job opportunity claiming to be from Mercy Corps, it is a scam.

All official communication from Mercy Corps will come from an @mercycorps.org email address. We do not contact candidates via Gmail, Yahoo, WhatsApp, or other unofficial channels.

If you receive a suspicious job offer, please report it to us immediately.

HOW TO APPLY:

Interested candidates can follow the link below to fill in their information and attach CVs not later than **May 30, 2026:**

[Subaward Finance Officer - Damascus](#)

Organization reserves the right to accept or reject any or all CV(s) without assigning any reason.

Only short-listed candidates will be contacted for the interview.