Finance Lead – Syria Education Programme III

Job Description

Finance Lead, Syria Education Programme III – Syria

Job Title: Finance Lead, Syria Education Programme III

Reports to: Team Leader, Syria Education Programme III

Terms: *Fixed Term (24 months with possibility of extension), Fully office based*

Location: *Damascus, Syria (with frequent travel* (up to 30%) *to area offices)*

Note: this role is subject to funding

Requirements: The person will be based in Damascus with frequent travel (up to 30%) to area offices

About Concern: Established in 1968, Concern Worldwide is an international, humanitarian, non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of human suffering, primarily in fragile countries.

Our Vision is a world where all people live in peace and prosperity and are treated equally, with dignity and respect. Informed by the priorities of affected communities, we go where the needs are greatest, and work to save lives, protect and develop livelihoods, support recovery and build long-term resilience

To advance our mission and ensure high quality, impactful work, we are guided by our core values and a culture committed to inclusion, compassion, and humanity. Inspired by our founders and our long history of effective programming, these values reflect both who we are and how we address extreme poverty in the world's most fragile contexts.

We are dedicated to fostering a workplace where everyone feels valued and supported to succeed and contribute to our mission.

Background to Syria Education Programme III:

The UK Foreign, Commonwealth and Development Office (FCDO) is developing the Syria Education Programme III (SEP III) which aims to strengthen Syria's education system and improve access to quality, inclusive primary education nationwide. SEP III has two components. The first, which is the subject of this contract, is politically informed technical assistance (TA) to the Ministry of Education (MoE) and Education Directorates to strengthen inclusive, effective and evidence-based policy making. The second is non-formal education (NFE) for returning refugees and internally displaced persons, which is outside the scope of this contract and will be delivered by a separate provider. The TA supplier will be required to work collaboratively with the NFE component.

The TA programme is scheduled to begin on 1 July 2027 and will be implemented over a five-year period, including a six-month inception phase. The exact scope of the technical assistance work will be determined jointly with FCDO and the MoE through a demand-led, co-designed and flexible approach. There will be three delivery pillars to the technical assistance:

1) Services and analysis: types of products include political economy analysis, diagnostics, GEDSI analysis, power and stakeholder mapping, roadmaps, research to inform TA implementation and policy decisions etc
2) Foundational learning thematic TA supporting the design, adaptation, implementation, testing and/or scale-up of evidence-based approaches to improve foundational learning outcomes e.g. teacher development; coaching and supervision; safeguarding; learning data generation and use; inclusive education
3) Education systems strengthening TA sustainably improving policy, decision making and planning to strengthen the educational system e.g. through sector planning and prioritisation strategies, policy development, financial management, monitoring and accountability processes.

Programme details are indicative and will be confirmed in FCDO's Tender Notice.

Role Purpose: The Finance Lead will provide strategic and operational leadership for the financial management, commercial compliance and operational delivery of the FCDO-funded SEP III. As a key member of the Core Team, they will ensure that robust financial systems, internal controls, and risk management arrangements are in place to support effective programme implementation, financial accountability and value for money. This role is contingent on Concern being successful in its proposal to deliver SEP III, with an expected start date in July 2027.

Responsibilities:

Financial Leadership and Planning

- Provide strategic financial advice to the Team Leader and Senior Management Team, integrating financial plans with programme workplans, delivery milestones, staffing and procurement priorities.
- Lead programme budgeting, budget-versus-actual reviews, rolling forecasts and cash-flow planning. Analyse variances, anticipate expenditure pressures and recommend corrective actions.
- Maintain clear financial delegations and provide financial analysis to support programme decisions and efficient resource allocation.

FCDO Commercial Contract Management

- Oversee programme-level compliance with the FCDO contract's financial provisions, including pricing, payment arrangements, reporting requirements and cost substantiation, as applicable.
- Prepare and quality-assure financial reports, forecasts and supporting documentation for invoices and deliverables, coordinating with HQ and UK staff as necessary.
- Assess the financial implications of programme changes, monitor contractual commitments and support HQ/UK-led contract variations and change-control processes.

Financial Controls, Risk and Value for Money

- Implement robust financial controls, including expenditure approvals, reconciliations, accurate record-keeping and segregation of duties, in line with organisational and FCDO requirements.
- Coordinate programme-level audit preparations and financial assurance reviews where required; address findings and escalate suspected fraud, non-compliance and material financial risks.
- Monitor cost efficiency and value for money, identify risks such as exchange-rate fluctuations and cost overruns, and recommend mitigation measures.
- Work with country team to ensure adherence to national legislation, gathering information on fiscal legislation (taxes, customs duties, VAT, taxes on leasing contracts, annual declarations, social security, etc.).
- Work with country team to liaise with relevant authorities to ensure the programme meets its statutory obligations and that changes in regulation are communicated and acted on.

Consortium and Subcontractor Oversight

- Coordinate partner budgets, expenditure monitoring, forecasting and financial reporting, ensuring compliance with applicable contractual requirements.
- Review partner financial submissions, undertake financial risk assessments and due diligence, and coordinate corrective actions where required.
- Work with country/HQ/UK staff on subcontract financial administration and partner payment arrangements, within approved delegated authority.

Team Leadership and Capacity Strengthening

- Lead and develop programme finance staff, ensuring clear responsibilities, effective performance management and collaboration with the programme Core Team and HQ functions.
- Strengthen financial management capacity across the programme, including budgeting, forecasting, procurement compliance and accountability in line with Concern's finance procedures and policies.
- All managers are responsible for upholding and promoting Concern's values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.
- All managers are required to actively participate in any emergency response as and when required.

Programme Mobilisation and Close-Out

- Lead programme-level finance mobilisation, establishing appropriate budgets, financial controls, reporting systems and operational procedures in coordination with country team.
- Coordinate financial close-out, including reconciliations, outstanding liabilities, asset management and final reporting, working with HQ on contractual settlement and final invoicing.

Role Holder Requirements:

- Degree in Accounting, Finance, Business Administration or a related discipline, or equivalent relevant experience. A recognised accountancy qualification (ACCA, CIMA, CPA or equivalent) is desirable.
- Minimum 5-7 years' financial management experience, including at least 3-years senior responsibility for complex, multi-year international development or humanitarian programmes.
- Proven experience in programme financial controls, payment and invoicing, budgeting, expenditure monitoring, cash-flow planning, forecasting, financial reporting and audits, preferably in a major donor-funded contract environment. Direct experience with FCDO commercial contracts is highly desirable.
- Ability to translate financial information into practical advice for senior programme management, including identifying expenditure pressures, improving value for money and mitigating financial and operational risks.
- Experience managing and developing finance and/or operations staff and working collaboratively with technical staff, budget holders and HQ support functions.
- Experience in consortium or subcontractor financial oversight, including due diligence, partner reporting and compliance monitoring, is desirable.
- Knowledge of accounting and Enterprise Resource Planning (ERP) software is required.
- Strong analytical, organisational, communication and stakeholder-management skills, with the ability to explain financial matters clearly to non-finance colleagues and deliver to demanding deadlines.
- Demonstrated professional integrity, sound judgement and commitment to safeguarding, anti-fraud, anti-corruption and accountability standards.
- Experience in Syria, including knowledge of local tax, social security and regulatory requirements for INGOs, strongly desirable.
- Fluency in English required; Arabic language skills strongly preferred.

Competencies:

Candidates are expected to demonstrate abilities in the following priority competency areas

Managing Yourself	**Planning and decision-making**
Individual leadership	Creativity and innovation
Communication and working with others	Influence, advocacy and networking
Delivering results	Change

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

Syrians are highly encouraged to apply.

To apply: Please complete your details using the following link **https://forms.gle/qJU7t2FmQp74cqMCA** by or before 26 December 2026.

If this role sounds right for you, please apply with your CV and cover letter. We will respond to every applicant. Please be aware we may offer positions before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Due to the urgency of this position, applications will be shortlisted on a regular basis, and we may offer posts before the closing date.

Important information:
Concern has an organisational **Code of Conduct** supported by three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible here. These have been designed to ensure the highest level of protection for everyone the organization engages through its work. The policies set out the behaviours and responsibilities that Concern staff, and all its representatives (including consultants, contractors, sub-contractors, suppliers, partners, visitors, ambassadors and Board members) are expected to uphold. They also articulate Concern's commitment to safeguarding and protecting adults and children from harm in all aspects of our work. We will therefore do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.
In this context, all staff and representatives of Concern have a responsibility to uphold the highest standards in their work, in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Your Personal Data:
During this job application, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.
For additional information please consult our web site or contact the Human Resource Division in our Head Office.
You have certain rights under data protection legislation. For more information on how to exercise those rights please visit www.concern.net/about/privacy