



Finance Officer

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to life-saving humanitarian needs and supporting community recovery until durable solutions can be achieved. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action). With an established rapid response mechanism, DRC can rapidly respond to emerging crises and shocks to meet acute emergency needs. Recognizing the significant need for early recovery and resilience programming to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a durable solution of their choice. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a cross-border, regional response to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Overall purpose of the role: The role contributes to the development of field financial management, which are translated into action plans and day-to-day tasks. The role provides support and technical



Tip a friend
 Print

APPLY FOR POSITION

Application due:
9/27/2026

Workplace:
Aleppo

Department/Country:
Syria

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

guidance to field operations while overseeing field finance activities. The Finance Officer is responsible for assisting the Country Office Finance unit with all finance-related responsibilities of the area Office.

Key Responsibilities and Accountabilities:

Transfers and payments

- Ensure all payments are made timely and in accordance with existing DRC forms
- Ensure all payments meet requirements of National Law and engage with authorities, tax advisors or other stakeholders to ensure tax requirements are met accordingly
- Support processing of partner-related payments and financial documentation in line with sub-grant agreements and DRC Partnership Standards.
- Ensure that payment documents comply with DRC internal financial procedures and donor regulations
- Ensure all financial documents are filed and archived systematically and safely stored.
- Ensure the cash flow of the area office is maintained and cash balances are maintained corresponding to operational needs.

Finance and Accounting

- Support and guide the area office finance staff in maintaining an up-to-date, accurate, and complete accounting database and filing.
- Ensure all expenses enter the DRC Dynamics in time and of highest quality
- Support the finance team in doing routine tasks to keep the books up to date and participate in cash counts, bank reconciliations and other areas of month end closure.
- Maintain organized and accessible financial documentation related to partner transactions, advances, and reconciliations in coordination with the Partnerships and Programme teams.
- Monitor accounts as per the assigned areas (e.g. Accounts Payable, interim accounts etc.) and suggest improvements in accounting practices

Budget control, planning and reporting

- At the area office level, the finance officer assists the support services team leader in conducting budget follow-ups and monitoring grant spending plans. Liaise with project Managers for regular budget monitoring.
- Support the development of new proposals by providing required financial data, analysis, etc.
- Support in reviewing and updating the area office support budget and ensuring the reflection of required costs in new proposals.

Audits

- Support the financial audits, including preparation of partner-related financial documentation and coordination with relevant departments.
- Serves as audit focal person for internal and external audits, to provide the necessary information to CO finance.

DRC Dynamics ERP System

- Ensure that finance processes under supervision are handled properly via DRC Dynamics.
- Ensure ERP finance functionalities are properly used by the staff concerned, and the team has proper knowledge and access to information to use DRC Dynamics.
- Apply reports and data analytics from the ERP system to improve performance in this regard.
- Serves as focal person for area office finance-related support to all users for the finance module

Experience and technical competencies:

- Minimum 2-3 years of relevant work experience in financial/accounting field.
- Experience supporting financial management of sub-grants or working with local partners is an asset.
- Experience in staff training and capacity building.
- Advanced proficiency in Excel.
- Basic proficiency in PowerPoint and Word.
- Ability and interest to learn complex accounting tasks.
- Ability to work under pressure to tight deadlines.
- Team player ready to handle tight deadlines in a dynamic environment.

Preferred experience:

- NGO experience
- Experience with robust ERP system(s)
- Experience with audits

Education:

- University Degree or equivalent professional qualification.

Languages:

- Fluency in Arabic

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

- Advanced English proficiency

In this position, you are expected to demonstrate DRC's five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

- **Contract length:** 3 months (Extension based on performance and funds)
- **Salary Level:** H (in accordance with the DRC's salary scale)
- **Location:** Aleppo
- **Expected Start Date:** As soon as possible

Application process

Interested? Then apply for this position here: [Talentech - Finance Officer](#)

All applicants must send a cover letter and an updated CV (no longer than four pages) **in English**. Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications closes on **27-09-2026**

NOTE: Due to the urgency to fill this position, the applications will be reviewed on a rolling basis.

Need further information? For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobssupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.



About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position