



JOB DESCRIPTION

Job Title: Finance Coordinator
Department: Finance
Responsible to: Country Finance Manager
Responsible for: Finance Officer & Finance Assistant
Location: HOMS/HAMA, NW Syria
Pay Grade: Grade 8

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Overall Purpose of the Job

The finance coordinator is responsible and accountable for the day-to-day operations and financial management/internal control of NW Syria program. S/he will be handling and processing program and operations cashbooks timely manager as per HQ guidelines, ensuring that all necessary supporting documents are compliant with MAG policies and procedures, donor compliance and audit requirements.

Reporting Structure

The Finance Coordinator will report to the Country Finance Manager.

Detailed Responsibilities

Financial Management

- Assist the Finance Manager with accounting, budgeting and all other financial/accounting activities as directed to ensure good internal control environment.
- Review and process payment requests, ensuring accuracy and adherence to policy
- Review monthly cashbooks of each bases in NW Syria and ensure that correct codes are used.
- Support the Finance Manager to prepare monthly financial reports or others as required.
- Follow up on outstanding cash advances and report unliquidated advances.
- Review international and national staff time sheets and ensure correct allocation of grants.
- Assist in the monitoring of budgets and project spends.
- Assist Finance Manager in complying with MAG HQ Finance policies, procedures and regulations.
- Make sure that each bases in NW Syria upload all scan vouchers/supporting documents to SharePoint.



- Perform regular spot checks/ field visits to each base.
- Partner financial monitoring and monthly liquidations
- Partner's invoices are reviewed submit to HQ for payment.
- Once the bank account/s is/are opened, they are managed as per MAG SoP

Payroll

- Collect national staff monthly time sheets and review that correct project codes and allocations are used.
- Collect vehicle attendance sheets from rental drivers, and prepare payment based on grant allocation sheets at the end of the month.
- Assist in disbursement of salaries for national staff in the base.
- Assist the Finance Manager in ensuring MAG complies with all statutory payment requirements and deductions
- Upload signed copies of monthly timesheets and payslips to online sharepoint.
- Make sure payroll is compliance to the Tax law and statutory deductions

Audit, Compliance and Internal Control

- Ensure that all financial transactions in the base follow the donor's requirements
- Facilitate and coordinate in country audits requested by donors.
- Support in collecting information required by the audits including scanning documents, uploading, as requested.

Safeguarding

- Work in compliance with/ uphold MAG's Safeguarding framework - Policy on Personal Conduct, Protection of Children and Vulnerable Adults Policy, Dignity at Work Policy, Reporting Malpractice (Whistleblowing) Policy, Equal Opportunities Policy and Policy on Modern Slavery
- Demonstrate an open and transparent way of working that facilitates a strong safeguarding culture.

General Responsibilities:

- Work within the framework of MAG's core values.
- Represent MAG with integrity and professionalism.
- Participate in meetings where relevant as directed by Management.
- Apply learning from appropriate training and development programmes.
- Perform other duties as requested and assigned by the Line Manager.

Person specification/ selection criteria:

The post holder should be able to demonstrate the following attributes:

- Fluent speaking/writing English and Arabic languages.
- Minimum Bachelor degree in Accounting/Financial/Business Management or relevant field.
- Proficient in Windows operating systems, MS Office packages, Internet and E-mail.



- 5 years of previous professional experience working as finance coordinator or officer within NGOs
- Strong organizational skills and excellent attention to detail.
- Ability to prioritise work, meet deadlines and work calmly under pressure
- Excellent interpersonal skills with the ability to build effective relationships and work with colleagues in a cooperative way

Signed Date.....
(Post holder)

Signed..... Date.....
(Manager)