

FINANCE COORDINATOR

Position Description

Location Damascus, Syria

Position Status Full-time, Regular

Current Team Member

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 collaborate to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Program / Department Summary

Mercy Corps works in places of transition, where conflict, disaster, political upheaval, or economic collapse present opportunities to build more secure, productive, and just communities. Providing emergency relief in times of crisis, we move quickly to help communities recover and build resilience to future shocks and promote sustainable change by supporting community-led and market-driven initiatives. Recognizing both the great potential and the complex challenges faced by the Middle East, since 1989 Mercy Corps has been implementing a range of humanitarian assistance and development programs tailored to the specific needs of the region and of those communities where we work.

General Position Summary

The Finance Coordinator works under the direction of the Multi Country Senior Finance and Compliance Manager and serves as a key member of the Syria Finance team. The Finance Coordinator is responsible for the effective financial management of the Syria country program, including accounting, financial reporting, budgeting and forecasting, payroll, cash and banking, grants financial management, compliance, internal controls, and audit coordination.

The position ensures compliance with Mercy Corps internal policies and procedures, donor regulations, and applicable local requirements. The Finance Coordinator provides day-to-day technical leadership and guidance to finance staff, supports the capacity building of finance and non-finance colleagues, and works closely with Program, Operations, HR, Supply Chain, and other relevant teams to ensure strong financial controls and effective use of resources.

The Finance Coordinator also acts as a key finance focal point for the Syria operation, proactively identifying and escalating financial, compliance, and operational risks and providing timely financial analysis and recommendations to support sound management decisions.

Essential Job Responsibilities

Finance & Compliance Management

- Review and process daily payments, transactions, advances, and advance clearances, ensuring accurate calculations, appropriate authorization, complete supporting documentation, and compliance with Mercy Corps policies, procedures, and donor requirements.
- Review financial transactions and supporting documentation to ensure compliance with Mercy Corps policies, approved budgets, donor requirements, and applicable local regulations.
- Ensure all accounting transactions are accurately recorded in the relevant ledgers and systems on a timely basis, with no unnecessary backlog.
- Review entries prepared by finance staff before posting and ensure that transactions are correctly coded, allocated, and supported.
- Monitor the completeness and accuracy of accounting records, including journal entries, sub-journal entries, allocations, prepayments, accruals, advances, and other accounting adjustments.
- Ensure timely uploading and maintenance of required accounting and financial information in Mercy Corps financial systems and platforms.
- Monitor outstanding accounting issues and ensure timely follow-up and resolution of ledger review findings.
- Conduct regular reviews of the general ledger to identify unusual, unsupported, or incorrectly coded transactions and ensure corrective actions are taken promptly.
- Ensure proper filing and maintenance of all financial records and supporting documentation in accordance with Mercy Corps requirements.
- Coordinate and monitor the monthly financial close process for the Syria operation, ensuring all required transactions, reconciliations, adjustments, and supporting documentation are completed within established deadlines.
- Perform and/or review monthly balance sheet reconciliations and ensure all balance sheet accounts are adequately supported and reconciled on a timely basis.
- Participate in year-end closing processes and ensure all required reconciliations, supporting documentation, and adjustments are completed.

Payroll & Timesheets

- Coordinate and oversee the monthly payroll process for Syria, ensuring payroll is accurately prepared, reviewed, approved, and processed within established deadlines.
- Review payroll calculations, staff changes, allowances, deductions, benefits, and other payroll-related adjustments, ensuring that appropriate supporting documentation and approvals are available.
- Coordinate closely with HR and relevant managers to ensure that new hires, departures, salary changes, leave, allowances, and other staff-related changes are accurately reflected in payroll.
- Review and monitor staff timesheets to ensure they are complete, accurate, properly approved, and charged to the correct grants, projects, and cost centers.
- Follow up on missing, incomplete, or incorrectly allocated timesheets and ensure all corrections are completed before month-end closure.
- Maintain confidentiality and secure filing of payroll records and supporting documentation.

Cash Management & Banking

- Maintain effective banking relationships and coordinate with banks and relevant stakeholders to ensure smooth financial operations.
- Monitor bank accounts and cash balances and ensure adequate liquidity is maintained to support program implementation and operational requirements.
- Prepare and submit the monthly Cash Forecasting Package (CFP), or equivalent cash forecasting requirements, within established deadlines.
- Monitor actual cash utilization against approved cash forecasts and proactively identify significant variances or potential cash shortages.
- Review and monitor bank reconciliations and ensure that all bank transactions and reconciling items are properly supported and cleared on a timely basis.

Grants & Donor Compliance

- Support effective financial management of grants in accordance with donor requirements, approved budgets, Mercy Corps policies, and applicable agreements.
- Support the preparation and review of grant close-out documentation.
- Ensure that grant-related supporting documentation is properly maintained and readily available for review and audit.
- Support finance inputs to proposals, budgets, budget modifications, donor queries, and grant amendments as required.

Audit Management

- Lead and coordinate finance-related internal and external audits for the Syria operation and act as the primary finance focal point with auditors.
- Ensure audit readiness by coordinating the preparation and timely submission of requested financial documentation and supporting schedules.
- Coordinate responses to audit queries and ensure that accurate and complete information is provided within agreed deadlines.
- Maintain an audit tracker covering audit findings, agreed actions, responsible persons, and deadlines.
- Follow up on audit recommendations and ensure corrective actions are implemented and closed within agreed timelines.
- Support internal reviews, donor audits, external audits, and other compliance assessments as required.

Sub-Grantee & Partner Financial Monitoring

- Provide technical assistance and training to partners on financial procedures, reporting requirements, documentation, budgeting, and compliance if needed.

Internal Controls & Compliance

- Conduct regular field visits and internal finance/compliance reviews, including surprise cash counts, sample voucher reviews, review of accounting records, filing systems, BVA variances, advances, and follow-up of previous review findings.
- Ensure appropriate segregation of duties and compliance with Mercy Corps approval and authorization requirements.
- Identify financial control weaknesses and recommend practical corrective actions to strengthen internal controls.

- Ensure compliance with Mercy Corps procurement policies and procedures for goods and services from a finance and compliance perspective.
- Participate in the development and updating of in-country finance policies and procedures as required.
- Support the communication and implementation of policy changes and arrange training for Program, Operations, and other relevant staff when needed.

Team Supervision & Capacity Building

- Supervise finance staff in the field office in accordance with the approved organogram.
- Provide day-to-day technical guidance, coaching, and support to finance staff and ensure effective allocation and completion of finance responsibilities.
- Monitor staff performance and ensure finance tasks are completed accurately and within established deadlines.
- Conduct induction for new finance staff and provide training to finance and non-finance staff on Mercy Corps finance policies, procedures, internal controls, and donor requirements.
- Promote a strong culture of accountability, compliance, and timely financial management across the Syria operation.

Systems, Filing & Documentation

- Ensure that finance files, accounting records, reports, and supporting documentation are properly maintained on the designated share point.
- Ensure regular backup of finance files and provide guidance to finance staff on the appropriate organization and maintenance of finance folders.
- Monitor the quality and completeness of finance filing systems and ensure documents can be readily retrieved for management reviews, audits, and donor requirements.
- Ensure proper filing and maintenance of journal entries, sub-journal entries, allocations, prepayments, accruals, payroll records, bank reconciliations, payment documentation, and other financial records.

Procurement & Operational Support

- Ensure finance review and compliance with Mercy Corps procurement policies and procedures for goods and services.
- Provide financial guidance to Procurement, Operations, and Program teams on budget availability, appropriate coding, supporting documentation, and payment requirements.
- Support operational teams in resolving financial issues that may affect timely implementation of activities.

Communication & Coordination

- Act as a key finance focal point within the Syria operation and maintain effective communication with Finance, Program, Operations, HR, Supply Chain, and senior management teams.
- Proactively communicate significant financial risks, compliance concerns, cash flow issues, budget variances, and audit findings to the Multi-Country Senior Finance & Compliance Manager.
- Provide timely and clear financial advice to non-finance colleagues and support management decision-making through accurate financial analysis.

General Responsibilities

- Maintain high standards of professional conduct, confidentiality, integrity, and accountability at all times.
- Conduct oneself professionally and personally in a manner that upholds the reputation of Mercy Corps and supports its humanitarian mission, values, and standards of conduct.
- Ensure compliance with Mercy Corps policies, procedures, Code of Conduct, safeguarding standards, and applicable donor requirements.
- Perform other duties and responsibilities as assigned by the supervisor.

Supervisory Responsibility

All Finance Department staff across WOS.

Accountability

Reports Directly To: Multi Country Senior Finance and Compliance Manager

Works Directly With: Members of Operations, Program Managers, and others.

Knowledge and Experience

- A BA/S or equivalent in accounting or finance required.
- At least **5** years of progressive financial management experience, including supervisory experience required.
- At least 2 years' experience in grants management as well as an understanding of US Government, EC, Global Affairs Canada, other bilateral donors, key private foundations and UN agencies' regulations required.
- Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- Strong accounting skills and experience, including management of the general ledger, journal entries, payroll, payables and balance sheet.
- Prior management experience and strong organizational skills.
- Advanced computer skills in MS Office programs, particularly Excel.
- Effective verbal and written communication, multi-tasking, organizational and prioritization skills.
- Excellent oral and written English skills required; proficiency in Arabic is preferred.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.
- Previous experience in insecure environments and travel to field offices.

Success Factors

Define the specific behavior and attitudes critical to success in the position at time of hire and as it develops over time in **paragraph form** (soft skills).

Living Conditions / Environmental Conditions

The position is based in Damascus, Syria and it requires up to 40% travel to support country programs, 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 وقد وقعنا (IASC) والإساءة الجنسية التي وضعها الأمين العام للأمم المتحدة واللجنة الدائمة للتنسيق بين الوكالات الإنسانية حالة السلوك الغير اللائق. عند التقديم لهذا الدور، يؤكد المتقدم أنه لم [نظام الإفصاح المتبادل بين الجهات الفاعلة في](#) على 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 مهنية، تحترم في جميع الأوقات. كما بسياسات وقيم مدونة قواعد السلوك الخاصة بمنظمة ميرسي كور 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، (integrityhotline@mercycorps.org) يرجى الإبلاغ عن ذلك إلى خط النزاهة في منظمة ميرسي كور.

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.

Please report any suspicious communications to ((integrityhotline@mercycorps.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 links below to fill in their information and attach CVs not later than **October 28, 2026:**

Finance Coordinator

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.