



JOB DESCRIPTION

Job Title:	Finance Assistant
Department:	Finance
Responsible to:	Finance Coordinator
Responsible for:	N/A
Location:	Hassakah (Roving)
Pay Grade:	Grade 4

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

To provide administrative and organizational support to ensure smooth daily operations, assist in documentation, scheduling, and communication, and contribute to efficient workflow within the departments.

Reporting Structure

The Finance Assistant will report to the Finance Coordinator, with technical reporting to the Finance Manager - Syria Response.

Detailed Responsibilities

Financial Management

- Assist the Finance Coordinator with accounting, budgeting, and all other financial/accounting activities as directed
- Review and process payment requests, ensuring accuracy and adherence to policy
- Ensure all regular payments are made
- Maintain cash balance in the office safe, including conducting daily cash count, reporting any discrepancies to the Finance Coordinator immediately
- Update the cashbook daily with transactions and advances issued.
- Support the Finance Coordinator to prepare monthly financial reports and others as required
- Assist in the monitoring of budgets and project spending
- Ensure accurate and complete accounting, and that relevant records are maintained
- Assist the Finance Department in complying with MAG HQ Finance policies, procedures, and regulations

Payroll

- Collect time sheets and, in coordination with the HR Department, input any salary changes such as sick leave, unpaid leave, etc.
- Assist in the payroll distribution process in coordination with the Hawala company to ensure accuracy and timely payments.
- Assist the Finance Department in ensuring MAG complies with all statutory payment requirements and deductions.
- Collect international timesheets and ensure proper saving.



Audit, Compliance, and Internal Control

- Review all financial transactions in the base, following the donor’s and MAG’s requirements
- Ensure that payments to suppliers fulfill all prerequisites, e.g., procurement procedures, watchdog, etc.
- Facilitate and coordinate in-country audits requested by donors.
- Support in collecting information required by the audits, including scanning documents and uploading, as requested.

Reporting / Archiving

- Cash Forecast for Hassaka Base, send to the finance coordinator every month
- Send Cashbooks and to the finance coordinator weekly and monthly
- Maintain the physical and digital archiving of all payment vouchers, payrolls, cash counting, and other financial documents

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.
- Willingness and ability to travel to other field locations as required by operational needs.

Person specification/ selection criteria:

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

- Fluent in speaking/writing English and Arabic.
- Minimum Diploma degree in Accounting/Financial/Business Management or relevant field.
- Proficient in Windows operating systems, MS Office packages, Internet, and Email.
- Strong organizational skills and excellent attention to detail.
- Ability to prioritize 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)