

FINANCE ASSISTANT

Position Description

Location Idleb

Position Status Full-time

About Mercy Corps

Mercy Corps is powered by the belief that a better world is possible. To do this, we know our teams do their best work when they are diverse, and every team member feels that they belong. We welcome diverse backgrounds, perspectives, and skills so that we can be stronger and have long term impact.

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. Mercy Corps has been operational in Syria since 2012 providing humanitarian assistance as well as implementing peace and conflict, and agriculture and livelihoods programming with a focus on resilience, early recovery and social cohesion.

Program / Department Summary

The Mercy Corps Finance Department is responsible for all financial functions in the office, including accounting, payments and banking, payroll, budgeting, financial reporting, and grant financial management and compliance. The Mercy Corps Finance Department ensures compliance with donor regulations as well as Mercy Corps' internal policies and procedures. In its role as a support to the Program Department, the Finance Department provides timely reports and assistance to the Country Director and the Program team to ensure that financial resources are used efficiently and effectively.

General Position Summary

Working in the Finance Department under the direction of the Senior Finance and Compliance Manager, the Assistant for General Accounts will ensure the accuracy and completeness of Mercy Corps accounting records and will primary assist in managing the monthly accounting cycles.

Essential Job Responsibilities

Day-To-Day Accounting:

1. Ensure that all entries are booked into the Navigator system and check that all supporting are completed, accurate and safeguarded.
2. Support in Managing finance register and ensure all data and document provided are accurate and completed.
3. Support Program and operations teams in following procedures necessary for finance review.
4. Responsible to follow up on all IMAs tracker and Bank matrix tracker, ensure that the data are completed.
5. Maintaining proper filing system for all finance vouchers as per Mercy Corps POPs and policies.

Monthly Accounting-Grant Cycle:

1. Assist in month end closing process for SY office by Prepare the monthly amortization for prepayment, Prepare and reconcile the monthly-accrued expenses.
2. Prepare intercompany account reconciliation, include clear the country ledger and submitting all needed documents
3. Assist in preparing the balance sheet and IMTA reconciliations.
4. Prepare monthly bank reconciliation.
5. Review monthly timesheets for both national and international staff and assist on entering it into the accounting system.
6. Preparing adjustment entries received from the BVA unit.
7. Assist in the collecting the required documents related to any Donor audits.
8. Monitor the weekly/monthly cash count for NES and PSP to ensure compliance with the cash management policy and maintain the proper documentation
9. Assist in Prepare HQ monthly package.

Yearly Accounting - and filing:

1. Assist in year-end closing process and all related financial reports to be submitted to MC HQ
2. Responsible of the monthly/yearly archiving process of all financial documents.
3. Perform any other similar tasks that may be reasonable assigned by the line manager in any one of the components above

Ethics and Integrity

All Mercy Corps staff are expected to behave ethically and demonstrate highest integrity in their professional and personal life. Mercy Corps has zero tolerance to any form of fraud, corruption, abuse, harassment or exploitation. Any breach of our policies or misconduct will lead to disciplinary action or may lead to termination.

Security

Ensure data protection policies are adhered to, establishing security controls for software, hardware and archive beneficiary databases.

Organization Learning

As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

Accountability to Beneficiaries

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

Supervisory Responsibility: None Reports Directly To: Finance Manager

Works Directly With: Other Finance Team members, Program Manager/Officers, Operations Manager /Officers, HR/Admin Officers, Logistic/ Transport Officers

Knowledge and Experience

- One or More of accounting experience is required.
- A university degree in accounting/finance or relevant field is required.
- Familiarity with computerized, double-entry accounting software.
- Advanced computer skills in MS Office programs, particularly Excel
- Good organizational skills as well as attention to details.
- Excellent oral and written English and Arabic skills.
- Arabic language skills a plus.

Success Factors

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.

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@mercycorps.org).

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. All active jobs are advertised directly on Job.sy.

Official Mercy Corps emails will always arrive from a @mercycorps.org email address.

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 link below to fill in their information and attach CVs not later than **August 06, 2026:**

[Finance Assistant -Idlib](#)

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.