مؤسســــة الآغـــا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ a full-time **Finance Officer for Accelerate Prosperity** for its office in Salamieh.

Accelerate Prosperity initiative (AP) is a new initiative of the Aga Khan Development Network launched in 2016 jointly promoted by Aga Khan Foundation (AKF) and the Aga Khan Fund for Economic Development's Industrial Promotion Services (AKFED-IPS). AP's overall mandate is to create an inclusive and prosperous society powered by entrepreneurs. Through a mix of technical support and tailored financing for start-ups, small and growing businesses (SGBs), AP facilitates entrepreneurship, employment especially for youth and women and socio-economic development within its relevant geographies.

JOB SUMMARY:

The Finance Officer at AP is a member of the senior management and has responsibility for leading the financial operations of the company, ensuring accuracy in financial reporting, compliance with accounting standards, statutory and donor requirements, and effective financial planning and management. The employee will report directly to the AP Country Director with a matrix reporting line to the AKF CEO and AP CFO (Global).

ROLES AND RESPONSIBILITIES:

➢ **Financial Management:**

- Ensure the integrity of AP's accounting systems, sub-systems, internal controls, cash management, the signatories, and discretionary authorities, and maintain books of accounts, keeping a robust record of all transactions.
- Manage relationships with banks, auditors and relevant internal stakeholders (AKF Syria Finance) in this regard.
- Ensure overall accounting and financial management policies, manuals and International Financial Reporting Standards (IFRS) are followed in letter and spirit.
- Record and post accounting entries on a regular basis in financial software, ensuring accuracy, completeness, and timely reconciliation of accounts

➢ **Compliance and Audits:**

- Ensure complete compliance with statutory and donor rules and requirements, with no disallowances and/or financial penalties.
- Lead external and internal audits, leading to improved and high audit ratings year on year. Ensure execution of the action plans/ items that emerge out of the audits.
- Ensure that accounting and financial management policies, procedures, processes and systems in AP are streamlined and key issues/ gaps are addressed. Recommend changes in policies per the need and develop associated proposals for AP's management and governance for a decision.

- **Investment Portfolio Management**

  - Prepare and share monthly and quarterly updates on financing/ investment portfolio, including on defaults and associated receivables and/or liabilities.
  - Ensure effective revolving fund management in liaison with the Chief Investment Officer.

- **Financial Reporting**

  - Prepare and share monthly, quarterly and annual financial statements and segregated management accounts (detailed financial statements) in accordance with the IFRS requirements and overall expectations of the management and governance.
  - Prepare Segregated Budget for each donor-funded project on a monthly, quarterly and annual basis, including annual financing reports and segregated to accounts and departments.

- **Business Planning & Budgeting**

  - Lead AP's annual business planning and forecasting processes, including coordination and integration of strategic priorities.
  - Lead and ensure effective annual financial planning/ budgeting in line with AP's overall business plan and work plans for each project.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have at least a Bachelor's Degree in Economics or Business Administration or a Chartered Accountant (CA), CPA, or ACCA qualification (completed or in progress).
- A strong understanding of the IFRS standards is required.
- At least 5-8 years of experience, with a minimum of 3 years in a reputable organization in financial management and reporting. Experience in donor-funded grants management and compliance is required.
- A blended experience in financial institutions and not-for-profit/ development organizations will be preferred.
- Strong analytical thinking with the ability to clearly communicate financial information.
- High integrity, accountability, and commitment to compliance and ethical standards.
- Effective stakeholder engagement and collaboration skills.
- Proactive problem-solving and sound judgment.
- Strong organizational skills with the ability to manage multiple.

Safeguarding Commitments:
AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of doing no harm to the beneficiaries and whom dealing with. In line with this commitment, the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this link

Deadline for applications submission is Friday, August 7th, 2026.

Only shortlisted candidates will be contacted