

**DEADLINE :** 7 April 2026

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT

**NO OF REQUIRED EMPLOYEES :** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** Der Alzour

#### **ABOUT PUI IN SYRIA**

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa ) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

#### **ABOUT PUI IN SYRIA**

Under the supervision of the Field Coordinator and the technical guidance of the Finance Manager, the Finance & Admin Officer ensures sound financial management, treasury control, administrative coordination, and HR administrative support at base level, in compliance with Première Urgence Internationale (PUI) procedures and donor regulations.

The position contributes to operational efficiency by ensuring accurate accounting, budget monitoring, proper internal control, and reliable financial reporting.

#### **Mainly responsible for:**

##### **A. Financial & Accountancy Management**

###### **1. Invoice & Payment Control:**

- Verify that invoices comply with PUI and donor regulations before processing.
- Ensure supporting documents are complete (approval, budget line, signatures).
- Process payments (cash or bank) in line with authorization levels.
- Ensure segregation of duties with Logistics (no self-approval of procurement).

###### **2. Cash & Treasury Management**

- Conduct monthly cash inventory with the Field Coordinator, ensure proper documentation.
- Collect funds from designated bank branch when required and update this officially as required

- Prepare and monitor weekly cash forecasts while monitoring cash balances to ensure operational continuity.
- Ensure safe handling and secure storage of funds

### **3. Cashbook & Accounting**

- Maintain accurate daily cashbook records (transfers, advances, exchanges, bills).
- Ensure correct budget code allocation from program team or the appropriate budget holder
- Prepare SAGA accounting entries and monthly SAGA Excel sheets.
- Coordinate with Accounting team to ensure accurate data import/export.
- Participate in monthly closing process and respect deadlines

## **B. Budget Monitoring & Financial Reporting**

- Monitor expenditures against approved project budgets.
- Alert management of any budget overrun risks.
- Support preparation of internal financial reports.
- Assist in updating monthly financial follow-up tools (FFU/OFU where applicable).
- Provide accurate financial data for donor reporting upon request.
- Ensure field-level admin and support costs remain within budget

## **C. Audit, Compliance & Internal Control**

- Ensure compliance with PUI financial procedures and donor guidelines.
- Maintain full audit trail for all financial transactions.
- Ensure all documentation is scanned, archived, and retrievable.
- Support preparation for internal and external audits.
- Implement and monitor internal control measures at base level.
- Immediately report suspected financial irregularities

## **D. Administrative Management**

- Maintain organized administrative filing systems (physical and electronic).
- Coordinate hotel and transportation bookings when required.
- Ensure proper follow-up of utility payments (electricity, water, internet).

## **E. HR Administrative Support**

- Collect and verify documentation for new staff files (hard & soft copies).
- Follow up on employment contract signatures.
- Prepare and submit monthly attendance sheets.
- Maintain updated staff contact lists.
- Ensure confidentiality of HR documentation.
- Support HR department in field-level administrative matters.

## **E. HR Administrative Support**

- Support Finance Manager at the coordination office during monthly closing.
- Provide requested documentation to the coordination office.
- Assist in financial data consolidation when required.
- Ensure timely submission of financial documents to coordination office.

**REQUIRED SKILLS**

- **Education** : University degree in Finance, Accounting, Business Administration, or related field.
- **Professional Experiences:**
  - Minimum 3 years of experience in finance/accounting in NGO or similar environment.
  - Experience with accounting software (SAGA preferred).
  - Experience in donor-funded projects is required.
- **Language skills: Good written and spoken English and Arabic.**
- **Competencies**
  - High level of integrity and confidentiality.
  - Strong organizational and analytical skills.
  - Attention to detail.
  - Ability to work under pressure.
  - Strong communication skills.
- **Technical skills:**
  - Strong knowledge of INGO accounting procedures.
  - Understanding of donor guidelines (ECHO, UN agencies, etc.).
  - Strong Excel skills.
  - Budget monitoring experience.

Dear Applicant,

To apply for this Vacancy,  
Please copy below link and fill the PUI Syria application form.

[https://docs.google.com/forms/d/e/1FAIpQLSfqe0\\_Dec0KCOFEU5mhnajAmmSftM8-h21mikIXf0UvqiRZ3A/viewform?usp=publish-editor](https://docs.google.com/forms/d/e/1FAIpQLSfqe0_Dec0KCOFEU5mhnajAmmSftM8-h21mikIXf0UvqiRZ3A/viewform?usp=publish-editor)

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities