



Senior Finance and Admin Officer

Full-time · Syria - Raqqa office

General objective of the job

The Senior Finance and admin Officer ensures accounting processes and systems are running effectively and efficiently to enable programme staff, other stakeholders and key partners to implement the War Child Programme for the needs of Syrian children. This position will be responsible for the compliance with external donor financial and administrative requirements, local regulation, organization policy, and risk management.

Position in the organization

The Senior Finance and Admin Officer will be based In the Northeast Syria and will be part of the Finance department reporting to the Area Manager at the Northeast Syria War Child Office.

Result Areas

Partnerships

- Review partners' financial reports and supporting documentation, providing feedback to partners as necessary and flagging any compliance and any potential issues to Finance Manager.
- Review regular forecasts of project budget utilization and monitors the resource allocation and spending of the respective implementing partners.
- Monitors the budget for the implementing partners to ensure compliance with donor requirements and WCA's policies and procedures by reviewing the BFU.
- Submit the importing tool (Agresso) based on the final approved partner financial report to Finance Manager.
- Verify completeness and accuracy of all documentation needed, that includes 1st reviewing, sending comments to partners, 2nd reviewing and cross checking with program team.
- Archive and maintain record of all sub-award documentations and make it available for review.
- Update the Partnership Tracker on a regular basis.

- Supports and advises the programme team on all relevant finance issues regarding implementing partners project management with full coordination with Finance Manager.
- Participates in regular meetings with partner organisations to ensure that the working relationship between them and WCA is positive, open, and conducive to the successful achievement of agreed objectives.
- Coordinates with partner organisations to fully understand their work context and operating environment to ensure effective support is provided.
- Review partner's instalments and payment requests.
- Maintain a filing system of partners on the SharePoint (PFA, Budget, Amendments, Approvals, Instalments, BVA, Forecast, Financial reports and supporting documents).
- Lead/Participate in financial and general compliance monitoring visits to partners' offices.
- Check project budgets and submit to Finance Manager.
- Prepare information required by auditors.
- Any other duties as assigned by Area or Finance Manager.
- Conduct/participate in partner financial and compliance monitoring visits; issue findings with time-bound action plans and follow up to closure.
- Maintain complete partner finance files in SharePoint (agreements, budgets, amendments, instalments, BFU/BvA, forecasts, reports, supporting docs) per document-retention policy.
- Provide partners with written finance feedback within agreed timelines (e.g., within 5 working days of report receipt).
- Support partner audit/evidence packs and coordinate responses to audit queries.

Accountancy:

- Process petty cash and daily payments including reviewing the receipts and eligibility.
- Review vendors' accounts monthly and take follow-up action to clear any outstanding balance.
- Enters accounting information into bookkeeping (Unit 4), and cross check accurateness and completeness before submitting in a timely manner including partners, social security, income tax, insurance, payments , linter company and so on ..
- Work closely with the Finance Manager in the preparation of monthly closure.

- Prepares MTA transfers and Review partner's instalments and payment requests accordance with WCA Financial & procurement rules, regulations and according to the signatories' matrix.
- Assists during Audits and follows up on findings
- Review and reconcile advance payments.
- Follow up with Hawalah providers on monthly transfers and reconciliations.
- Ensures that all bookkeeping/financial documents of partners and War Child are compiled and organized according to international auditing standards.
- Checks and verifies that all payments are done in accordance with WCA Financial & procurement rules and regulations.
- Support in the preparation of periodic forecasts.
- Involved in the budget creation process in cooperation with the relevant team.
- Identifies and manages financial risks by tracking irregularities in financial documents or identifying potential compliance issues.
- Conduct monthly cash counts and ensure segregation of duties and safe custody are maintained.
- Prepare monthly cash-flow forecasts and cash requests aligned to implementation plans.
- Ensure tax deductions and filings are accurate and timely; liaise with relevant authorities as needed.

Financial Admin and other tasks

- Ensure finance processes fully support the activities of the projects.
- Provide data and analysis as requested by Finance Manager.
- Maintain accurate files for supplier invoices, staff expenses claims, petty cash and credit card expenses.
- Support with scanning and electronic filing of financial documents and receipts
- Provide project budget information and financial reports to project staff as requested
- Result: Finances are handled in such matter that all financial documents are done according to international auditing standards
- Manage office supplies inventory (stationery, IT accessories, consumables) and ensure timely replenishment.
- Coordinate with vendors and service providers (cleaning, maintenance, utilities).
- Manage the driver's schedule to ensure timely availability for staff pick-ups, drop-offs, and official travel needs.

- Manage the Driver's service contract (contract file in SharePoint, validity/expiry dates, agreed rate, scope of services); initiate renewal 30 days before expiry and ensure all required documents are current.
- Prepare the Driver's monthly service payment request (per contract and approved timesheet), ensure correct coding/donor eligibility,
- Support staff travel logistics (per diems/SCAs, advances, settlements) in line with policy.
- Ensure all finance and admin documents are scanned and filed electronically in SharePoint within 5 working days of the transaction.
- Lead the renewal of War Child's legal registration in Northeast Syria in coordination with the Area Manager – NES (and Country Office as needed): prepare and submit required documents, liaise with relevant authorities, track timelines, and secure approvals.

Your profile

Knowledge and Experience

- Preferably to have degree in Accounting or similar degree.
- Three years' experience in similar positions with an NGO for an EU- or UNICEF/UNHCR funded project is preferable (if possible, UNIT 4 package).
- Preferably previous experience working with children/refuges/vulnerable populations.

Skills and Competencies

- Strong computer skills, Microsoft office and especially Excel.
- Fluency in Arabic and English.
- Cultural sensitivity.
- Result-oriented.
- Attentive to detail and cost-conscious.
- Works well in small team.
- Flexibility.
- Strong multitasking and time management skills.

What we offer

- **Location:** The position will be based in **Syria-Raqqa** with field visits.
- **Professional Development:** Opportunities for capacity building and growth, both within the role and through War Child's broader network.
- **Meaningful Impact:** The chance to make a tangible difference in the lives of children and families affected by conflict, contributing to long-term, sustainable change.
- **Equal Opportunities:** War Child is an inclusive employer committed to diversity and inclusion, respecting all individuals regardless of age, gender, religion, ethnicity, nationality, or physical ability.
- **Workplace Culture:** War Child is dedicated to fostering a diverse, inclusive, and respectful workplace that prioritizes safety and fairness for all individuals. We strictly prohibit any form of discrimination, harassment, retaliation, or bullying within our organization

Why You Should Apply

- **Make a Real Impact:** Your work will directly contribute to providing quality education to children who need it most, creating lasting change in their lives.
- **Career Growth:** Join a dynamic organization that values your professional development and offers opportunities for learning, growth, and innovation.
- **Collaborative and Mission-Driven:** Work alongside passionate colleagues and partners united in a mission to protect children and help them thrive despite adversity.

How to Apply

Qualified candidates are encouraged to submit their applications by **November 8, 2025**, using this link: [Apply for this job](#).

We are reviewing submissions on a rolling basis, so early applications are strongly recommended.

By submitting your application you certify that all of the statements made in your application are true, complete, and correct and are made in good faith. You understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of your application or withdrawal of any offer of appointment or, if an appointment offer has been accepted, this will be ground for employment sanctions, such as, but not limited to, instant dismissal. In addition, you understand that you need to submit a Criminal Record Certificate and that, if you fail to submit it, no employment relationship can be established. War Child is an international organisation, and we are committed to be a diverse and inclusive employer, placing human and child rights at the centre of our existence and work. We hire our new colleagues based on their talents, competences and shared values; we do not distinguish them based on their age, gender and gender identity, race, color, ethnicity, religion, culture, sexual orientation, disability etc.

The safety of children and youth is a paramount and essential to War Child's work. War Child has a zero tolerance policy towards any form of abuse. To prevent placing children and youth at any risk this subject is addressed in our recruitment and selection procedures. Moreover, the accepted candidates will be required to state their commitment/ intent to be aware, consider and adhere to the minimum standards applicable in development and humanitarian settings, such as humanitarian values and principles, Sphere Humanitarian Charter, Standards in the Humanitarian Standards Partnership, Core Humanitarian Standard, International Humanitarian Law, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief and IASC Six Core Principles Relating to Sexual Exploitation and Abuse.

Disclaimer

- *Only applications received via our website are processed.*
- *If we appoint a suitable candidate before the given closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed.*
- *It could be that during our selection process the closing date for the vacancy is extended. If so, and you have not yet heard from us, your application will remain active.*

About us

The War Child Alliance is an international non-governmental organization committed to providing psychosocial support, child protection, youth empowerment programming and quality education to the children affected by armed conflict. We implement evidence-based interventions to empower key stakeholders—including governments, educators, caregivers, and communities—to foster children's wellbeing, education, and self-determination. We work with global teams with team members being based in different locations. War Child is currently operates in: Afghanistan, the Central African Republic, Colombia, DR Congo, Germany, Jordan, Lebanon, the occupied Palestinian territory, South Sudan, Sweden, Syria, Uganda, Ukraine (soon to be registered), and Yemen. We also have offices in the Netherlands and the United Kingdom.

Learn more about War Child and our programmes <https://www.warchild.net/>

Safeguarding and Integrity

*Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All (prospective) employees will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of*

Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [Integrity & Safeguarding - Home](#)

Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)

*We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** policy on our website, and if you have any questions about our commitment to **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** do get in touch: DEIB.team@warchild.net*