

DEADLINE : 20 FEBRUARY 2021

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: DAMASCUS

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, Latakia & 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))

GENERAL OBJECTIVE

The Finance Officer is providing support to the Deputy Finance Coordinator in managing and supervision the Financial Follow up tools as well as the preparation of the financial report as per donor requirements

RESPONSIBILITIES AND TASKS

1- Supervises and supports in:

a. Accountancy Management

- Check, the monthly records and provides feedback
- Support the accounting team when needed

b. Financial & budgetary Management

- Support the Deputy Finance Coordinator to insure the implementation of financial & budgetary procedures using financial tools through the mission.
- Support the Deputy Finance Coordinator to insure that expenditure procedures are respected and internal control system is well implemented.
- Provide the needed support to the Deputy Finance Coordinator in the monthly budget follow-up process at mission level.
- Support the Deputy Finance Coordinator to insure that all Managers manage their budgets correctly, that the budget forecasts are up-to-date and donor rules respected.

c. Cash Management:

- Analyze the cash situation at the end of each month
- Follow up the donor payments
- Ensure that the Cash handling procedures is implemented and respected.

d. Audit and procedures

- Check all documents and ensure they respect PUI and donors procedures and guidelines
- Prepare the monthly documents to be sent to HQ in collaborations with the compliance.
- Ensure that all documentation are scanned and archived according to PUI rules.

e. Proposal

- Prepare the summary sheet for each project
- Prepare the presentation for the check off meeting
- Prepare the donor template for new proposal

2- Provides internal Reporting:

- Prepare the monthly calendar report
- Prepare the report as per donor template and calendar
- To be in charge of preparing the reporting documents that are sent to HQ for validation or to donor.
- Prepare any kind of report requested by Head of finance or Deputy Head of mission for accountability.

3- Archiving

- Ensure the hard and soft archiving for each grant

Qualification

- University degree in Economics.
- Minimum 2 years of work experience in relevant field.
- Previous experience with INGO or UN agencies.
- Language skills: Advanced level of English – Written and Spoken
- Proficient user of MS Office (including Word, Outlook, PowerPoint), Advanced in Excel

REQUIRED SKILLS

- Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines.
- Knowledge in Accounting procedures in INGO
- High level of transparency, organizational skills and high sense of responsibility
- Good management and pedagogical skills
- Excellent communication and diplomacy skills
- Accurate/Attention to Details
- Discipline
- Reporting
- Capable of working under pressure in a multitasking position.

Dear Applicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/1e7oTxm5ALMZw53AIEvb1Sz7kho6eoC88y98O_Gux7JY/edit#responses

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

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO APPLY BY 30TH OF JANUARY 2021.