

DEADLINE : 15 November 2025

TYPE OF CONTRACT/DURATION : EXPERTISE 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))

1- Supervises and supports in:

a. Accountancy Management

- Put the monthly schedule of the closing in coordination with Finance Coordinator to make sure that we are on time for all External & Internal reports.
- Be in charge of the month-end closing at the Mission level (budget codes, invoices, validation...)
- In charge of preparing the monthly Audit report to be shared with Head Quarter
- In charge of answering all the monthly auditing questions from Head Quarter
- Make sure that all transactions posted in the accounting Saga at Damascus office and other offices level are compliant with PUI budgets
- Ensure specific bank procedures and relative documentations
- Support Accountability Officers & assistants in the month-end closing (budget codes, invoices, validation...);
- Prepare monthly and annual financial reports to Head Quarter (global audit, inventories...)

- Participate and Review the preparation of bank reconciliation statements for each month-end closing, in order to keep track of the balances
- Share the budget for Active projects with Governorates coverage with Finance assistants to help them record the Expenses Correctly.
- Prepare a monthly meeting with Accountability Officers & assistant to check the accountancy

b. Cash Flow and Management:

- Make a cash inventory with the Finance Assistant at the end of each week and regularly check the cash boxes Follow up contractors payments and associated reporting
- Ensure that all payments follow PUI procedures and all necessary documents and validations are respected
- Ensure that the Cash handling procedures is implemented and respected.
- Responsible for the bank accounts and funds for which he/she regularly controls the balances, and he/she organizes fund movements to the mission permanently mindful of the security of the transferred and stocked funds.
- Guarantee security of the cash and confidentiality of information

c. Audit and procedure

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- 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 Department.
- Ensure that all documentation is scanned and archived according to PUI rules.

2- Managing the Finance Assistant(s)

- Ensure the administrative HR management of his/her team (daily attendance, leaves management) in collaboration with the HR department.
- Ensure that her/his team complies with PUI internal rules (disciplinary management when needed).
- Ensure a regular appraisal process for her/his team and supports her/his team in building their capacities (update of job descriptions/terms of reference, training, definition and follow up of clear objectives).
- Ensure a constant monitoring of her/his team (general and technical).
- Ensures a good communication, coordination and information level within the team through regular coordination meetings, formal reporting (or other if needed). She/He participates in the selection process in recruiting

3- Provides internal Reporting:

- Prepare any kind of report requested by Finance Coordinator or Deputy Finance Coordinator.

4- Archiving:

- Overall supervision in coordination with the Finance Assistant to ensure scanning is done properly on time.
- Overall supervision in coordination with the Finance Assistant to ensure digital archiving is done properly on time.
- Ensure that donor accounting files are complete and well maintained in accordance with PUI and donors requirements
- Ensure the shipping of the files from field to Coordination and from Coordination to HQ.

5- Coordination:

- Attend a weekly meeting with the FC for budget to review pending duties and forecast the work in the coming week.

6- Others

- Any other work related the Accountancy and asked by the Finance Coordinator. The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.

EQUIERED SKILLS

- **Education** : University degree in Finance /accounting management Project management , or any related field
- **Professional Experiences:** Minimum 1 year of experience in a similar position (NGOs/private companies)
- **Language skills:** Excellent command in writing and editing documents in English
- **Computer Skills:** Strong computer skills essential, including ability to operate Microsoft Word, Advanced Excel, Project & database Management software
- **Technical skills:**
 - o Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines.
 - o Knowledge in Accounting procedures in INGO
 - o High level of transparency, organizational skills and high sense of responsibility
 - o Good management and pedagogical skills
 - o Excellent communication and diplomacy skills
 - o Accurate/Attention to Details
 - o Discipline
 - o Reporting
 - o Capable of working under pressure in a multitasking position.

Dear Applicant,

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

[APPLICATION FORM- FINANCE OFFICER BASED IN DER ALZOUR LINK OF APPLICATION](#)

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.

We strongly encourage qualified female candidates to submit applications for the position.

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