



Senior Finance and Admin Officer

Full-time · Syria

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 organisation

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

Result Areas

Partnerships

- Review partners' financial reports and supporting documentation, provide timely feedback, and flag compliance or potential issues to the Finance Coordinator.
- Monitor forecasts of project budget utilization and oversee resource allocation and spending by implementing partners.
- Review partner budgets against BFU to ensure compliance with donor requirements and WCA policies and procedures.
- Submit the importing tool (Agresso) based on the final approved partner financial report to the Finance Coordinator.
- Verify the completeness and accuracy of all partner documentation, including: first review, providing comments, second review, and cross-checking with the programme team.
- Regularly update the Partnership Tracker.
- Provide guidance and advice to the programme team on financial matters related to implementing partner management, in coordination with the Finance Coordinator.

- Participate in regular meetings with partner organisations to maintain open, positive, and effective working relationships.
- Engage with partner organisations to understand their operating context and provide tailored financial support.
- Review partner instalment and payment requests.
- Maintain organised partner files in SharePoint (PFA, budgets, amendments, approvals, instalments, BVA/BFU, forecasts, financial reports, and supporting documents).
- Review and submit project budgets to the Finance Coordinator.
- Prepare financial documentation required for audits.
- Conduct or participate in partner financial and compliance monitoring visits; issue findings with time-bound action plans and follow up until closure.
- Maintain complete partner finance files in SharePoint in line with the document-retention policy.
- Support the preparation of partner audit/evidence packs and coordinate responses to audit queries.
- Perform other tasks as assigned by the Area Manager or Finance Coordinator

Accountancy

- Process petty cash and daily payments, ensuring receipts are reviewed and eligible.
- Review vendors' accounts monthly and follow up on outstanding balances.
- Enter accounting information into Unit 4 (bookkeeping system) and ensure accuracy and completeness before timely submission, covering partners, social security, income tax, insurance, payments, intercompany transactions, etc.
- Support the Finance Coordinator in monthly closure processes.
- Review and reconcile advance payments.
- Follow up with Hawalah providers on monthly transfers and reconciliations.
- Ensure all financial and partner documents are compiled and organized according to international auditing standards.
- Verify that all payments comply with WCA financial and procurement policies.

- Contribute to the preparation of periodic forecasts.
- Support the budget creation process in collaboration with relevant teams.
- Identify and manage financial risks by tracking irregularities and potential compliance issues.
- Conduct monthly cash counts, ensuring segregation of duties and safe custody of funds.
- Prepare monthly cash-flow forecasts and requests aligned with implementation plans.
- Ensure accurate and timely tax deductions and filings; liaise with relevant authorities as required.
- **Financial Administration and Other Tasks**
Ensure finance processes effectively support project activities.
- Provide data and financial analysis as requested by the Finance Coordinator.
- Maintain accurate records for supplier invoices, staff expense claims, petty cash, and credit card expenses.
- Support scanning and electronic filing of financial documents and receipts.
- Provide financial reports and project budget information to project staff as required.
- Manage office supplies (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 support for staff transport needs.
- Maintain the driver's service contract (file in SharePoint, validity, agreed rates, scope of services), initiate renewals 30 days before expiry, and ensure all documents are current.
- Prepare the driver's monthly service payment request, ensuring correct coding and donor eligibility.
- Support staff travel logistics (per diems/SCAs, advances, settlements) in line with policy.

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 Aleppo 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 **October 7, 2025** using this link [Apply for this job](#). We are reviewing submissions on a rolling basis, so early applications are strongly recommended.

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