

## **NRC in Syria**

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance more than 360,000 people, out of which more than 150,000 reached in 2018 alone in the Governorates of Damascus, Aleppo and Rif Damascus.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

## **Role Specific Information**

The purpose of the Finance Technical Officer position is to ensure proper day to day implementation of the Finance responsibilities and implement NRC's Financial Systems and Procedures.

- Carries out the daily bookkeeping by utilizing the NRC accounting system & insure accountancy records are booked on timely manner.
- Prepare transactions to be posted in Head Office accounts
- Prepare the auditors requirement and tax declarations
- Ensure allocation of expenses in line with approved budgets and projected expenditures.
- Communicate financial related matters to all concerned parties.
- Provide finance verification of purchase and payment request up to his/her authorization limit.
- Ensure effective cash flows, preparing forecast of expenditures and submitting monthly cash.
- Ensure monthly payment of taxes.
- Elaborate monthly bank reconciliations
- Lead on preparation and assistance on Internal and/or External Audits and other financial documentation revision from any external body, if any
- Perform other related tasks that will be assigned by line manager

## **Our Ideal Candidate**

- Minimum three years of experience in Finance and/or accounting related field, preferably within a humanitarian context.
- Previous experience from working in complex and volatile contexts
- Excellent skills of English and Excel.
- Previous experience of INGO, UN or reputable financial companies.
- Bachelor degree in Accounting, Business and Administration or Finance. Master degree is a plus
- Proficient in Microsoft Office applications mainly Excel.
- Strong communication skills. Handling insecure environments
- Planning and delivering results
- Working with people
- Communicating with impact and respect

## **Additional Information**

Contract period: Up to one year, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: Aleppo

**To apply for this Vacancy, please copy below link:**

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