

DEADLINE : 17 APRIL 2020

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, 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))

GENERAL OBJECTIVE

Under supervision of the Fin Co. The Finance Assistant is responsible for providing overall supervision of the accountancy closure on document's level before sending them to HQ. He/she ensures that the monthly closure documents are gathered and packed properly following the internal financial aspects, complying with donors rules and audit procedures

RESPONSIBILITIES AND TASKS

1- Mainly responsible for :

- Collecting monthly invoices after the end of the monthly closure.
- Double checking of the invoices to insure each invoice has all the related supporting documents such as logistics documents and to followup in case there is any missing documents.
- Checking that invoices are originals not copies , stamped & dated and the figures are correct.
- Verify the matching between invoices & attached logistics documents.
- Verify the eligibility of the internal validation
- Print-out SAGA vouchers upon the reception of the validated SAGA backup from HQ.
- Responsible for the collecting & the reception of governorates monthly accountancy closure from Accountability Officers and Assistant . in addition to followup in case of anymissing documents.
- Attaching invoices with their vouchers book by book.
- Organizing the hard copies of the monthly accountancy on monthly basis book by book following the same order as in SAGA .
- Scan the monthly accounting according to specific time schedule set by the Finance Officer in coordination with Finance Coordinator based on the monthly closure plan.
- Archive The monthly accountancy on regularl basis then put it on the shared link with HQ.

- Packaging the monthly accounting documents in boxes and labeling them.
- Responsible for prepare Audit samples upon request of Finance Coordinator in coordination with Compliance Department. And to respond to any other needed support in this regards.

2- Provide support in the following whenever it's needed :

- Support in Finance field payments .
- Attend opening sessions.
- Prepare bank transfer letters upon Finance Officer in coordination with Finance Coordinator.
- Record daily payments in cash/bank book upon Finance Coordinator request.
- To check the contract payments follow up table upon Finance Officer request in coordination with Finance Coordinator.
- Prepare any kind of reports requested by Finance Coordinator
- Any other work related the Accountancy and asked by the Finance Coordinator.

3- Assist in the recruitment process:**Qualification:**

- Bachelor's Degree in Accounting or related field required
- Minimum working experience of 1 year in a similar role.
- Good level in English & Arabic (reading , writing and speaking).
- Excellent in Excel – Very good knowledge of Saga software.

Specific Vacancy Requirements:

- Managing priorities, time and deadline.
- Flexibility and adaptability;
- Accurate/Attention to Details
- Confidentiality
- Integrity
- Knowledge of humanitarian actors
- -Excellent communication and diplomacy skills

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSepH70RjFpk6azDcQImGdQBR2N8MceRumjtAYF2jysQD3U35w/viewform>

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 09TH OF APRIL 2020.