



Finance Coordinator

Syria, Damascus (Full Time)

General objective of the job

The Finance Coordinator is responsible for overseeing all accounting and financial compliance functions, ensuring that financial records, both for War Child and its implementing partners, are maintained accurately and in line with applicable accounting standards and internal policies. The Finance Coordinator ensures that all bookkeeping activities related to War Child's Jordan and Syria Response are accurate, timely, and aligned with international accounting standards. The Finance Coordinator provides guidance and support to finance staff and relevant non-finance personnel to ensure proper financial documentation and recordkeeping. The Finance Coordinator is responsible for managing the external audit process, including preparation, coordination, and timely submission of audit requirements. The Finance Coordinator supports capacity building of finance staff, non-finance colleagues, and partner organizations on financial compliance, accounting practices, and audit preparedness.

Position in the organization

The Finance Coordinator is part of the Finance & Operations department for the Jordan and Syria response office. Reporting to the Head of Finance & Operations (HFO), s/he supervises one or more Finance Officers, including performance enhancement/management, and provides technical support and oversight to Finance staff in area/field offices.

Result areas:

Financial Management

- Support HFO in completing internal and external audit processes; work closely with Auditors on end-of-year closure, as well as coordinate the preparation for statutory audits and project-specific audits.
- Track all contracts with third parties and oversee their payments on time, and issue the payment through Rabobank in the Netherlands.
- Review of monthly field bookkeeping reports (partly delegated) and give feedback to project coordinators on the use of codes, prices of goods, and monitor balances on advances, and cash disparities, etc.
- Oversee day-to-day financial operations, including general ledger, payable/receivable, bank reconciliations, and month-end/year-end closing.
- Make overviews of regular payments such as tenancy contracts, licenses, insurances, and other regular payments, and make sure these are updated/paid in a timely manner.
- Conduct financial due diligence for new potential partners.
- Provide financial support to WCA partner's staff.
- Ensure that WCA partners are fully compliant with the country's rules and regulations



- Manage the finances of partnerships, ensure partners have sufficient funding, and ensure that they report their expenditures on time as agreed in the reporting schedule.
- Conduct financial spot checks, assessments, and capacity-building visits to partners.
- Ensure the finance archive is up-to-date and audit-ready.

Budget control/monitoring:

- Tracking and monitoring of expenditures on different budget lines and cost groups,
- Report findings, such as large deviations, unusual spending, and different (booking) procedures used by the different projects, to the HFO;
- Ensure full compliance with War Child's Anti-Fraud and Anti-Corruption policy as well as other relevant policies and donor rules and regulations.

Supervision and Capacity Building

- Supervises the Finance Officers in finance/accounts data entry roles.
- Contributes to capacity building of all finance staff within WCA and of partner organizations.
- Review and approve partner's budgets for new proposals.
- Contributes to capacity building of non-financial staff on financial and bookkeeping aspects of project management.

YOUR PROFILE

Knowledge and Experience:

- Bachelor's Degree in Finance, Accounting or similar degree;
- Minimum of 3 years' experience in similar positions with an NGO.
- Experience in budgeting and reporting for grants from the EU, BHA, SDC, FCDO, UN agencies, or other institutional donors.
- Experience in working with implementing partners and reviewing partner financial reports.

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.
- Proactive.
- Managing People.
- Careful attention to routine systems and procedures.
- Financial Reporting;
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- Financial Reporting.



WHAT WE OFFER

- **Location:** The position will be based in **Syria-Damascus** 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 **December 17, 2025 on this link** :[Finance Coordinator | Jobs at War Child Alliance](#).

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