
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 to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

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 Generic Responsibilities

The Finance Coordinator in country office has overall responsibility for accurate financial accounting for CO as well as AOs and monthly closing of accounts and reporting in line with NRC procedures.

1. Ensure compliance with NRC policies, guidelines and standards.
2. Ensure compliance with Finance strategy, tools, handbooks, guidelines and standards.
3. Management of accounting finance team.
4. Ensure capacity building of assigned team and transfer key skills.
5. Promote and share ideas for technical improvement.
6. Ensure proper filing of all supporting documents.
7. Prepare periodic progress reports and other documents.
8. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
9. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
10. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Our ideal candidate:

Generic professional competencies:

- Minimum 3-5 years of experience in Finance and/or accounting related field, preferably within a humanitarian context.
- Experience of working with ERP systems.
- Previous experience from working in complex and volatile contexts
- Excellent skills of English and Excel.

Context/ Specific skills, knowledge and experience:

- Knowledge of the financial systems in Syria (Banks, etc.) in the country of service would be an asset.
- Fluency in local working language.
- Knowledge of working with Agresso (unit 4) ERP is an asset.

Additional Information

Contract Period: until end of year, renewable based on need, performance and fund.

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

Duty Station: Country Office, Damascus

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