

**DEADLINE :** 1 August 2025

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT

**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))

#### **Mainly responsible for:**

- Managing the petty cash
- Doing a daily physical inventory of the petty cash, and report any discrepancies to superior
- 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.
- translate all invoices into English
- 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 support Officers and Assistant . in addition to followup in case of any missing 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 Deputy Finance Coordinator based on the monthly closure plan.
- Guarantee security of the cash and confidentiality of information
- Prepare bank transfer letters upon Finance Officer in coordination with Finance Coordinator.

- Record daily payments in cash/bank book
- To check the contract payments follow up table and update it regularly.

**Financial & Budgetary reporting:**

- Support / Assist in updating the operation follow up tool "OFU" on monthly basis and in coordination with Finance officer -Accounting to allocate the needed Transactions accordingly.
- Check and update Bank Balances based on the online statements on a regular basis to ensure having the needed accurate information for reporting purposes.
- Support / Assist to ensure the implementation of financial & budgetary procedures by using financial tools through the mission.
- Support / Assist to ensure that expenditure procedures are respected and internal control system is well implemented
- Prepare any kind of reports requested by line manager

**Archiving**

- Archive The monthly accountancy on regular basis then put it on the shared link with HQ.
- Be in charge of the digital archiving system.
- Packaging the monthly accounting documents in boxes and labeling them.

**Audit and procedures**

- Assist in preparing Audit samples upon request of line manager in coordination with Compliance Department. And to respond to any other needed support in this regards.

**Provide support in the following whenever it's needed:**

- Support in Finance field payments .
- Attend opening sessions.
- Any other work related the Accountancy and asked by the line manager.

**REQUIRED SKILLS**

- **Education :** University degree in Economics, Finance, Accounting or any equivalent degree.
- **Professional Experiences:**
  - Two years of experience in Finance operations or similar field of work.
  - Preferable one year in non-profit sector.
- **Language skills:** Good command in writing and editing documents in English
- **Computer Skills:** good knowledge of MS Office (including Word, Outlook, PowerPoint), Advanced in Excel & preferable knowledge of Saga accounting software.

- **Technical skills:**

- Knowledge of humanitarian actors
- Good organization skills
- Good communication and diplomacy skills
- High level of transparency, organizational skills and high sense of responsibility
- Accurate/Attention to Details
- Discipline
- Reporting skills
- Capable of working under pressure in a multitasking position.

Dear Applicant,

To apply for this Vacancy,  
Please copy below link and fill the PUI Syria application form.

[PUI SYRIA- APPLICATION FORM- FINANCE ASSISTANT, BASED IN DAMASCUS](#)

If the link above dose not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

***We strongly encourage qualified female candidates to submit applications for the position.***

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities