

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.

Background

The purpose of the Finance Manager is to implement the financial policies and procedures at NRC – Syria Country Office, and ensuring strong and robust implementation of NRC finance across all area offices.

Role Specific Information

- Implement NRC's financial systems, routines and procedures at national level and oversee their implementation at field level.
- Maintain overall budget control and monitor cash flows, ensuring timely replenishment of funds from HO in line with expenditure projections.
- Ensure that budgeting, accounting, year-end procedures and other financial processes comply with NRC's Financial Handbook, other NRC policies, international accounting standards and donor and auditor requirements.
- Submit accurate monthly and year end accounts in accordance with agreed deadlines.
- Ensure optimal allocation of expenses in line with approved budgets and projected expenditure, maintaining and overview of capacity of support functions to facilitate core competency programming and expansion.
- Ensure submission of accurate and high quality budget proposals, revisions and financial reports (with appropriate analysis) to donors on a timely basis.
- Management of finance team at country office.
- Training and development of finance teams in all offices.
- Support to and training of line managers with budget responsibilities, focusing on financial procedures, interpretation of financial reports and budget forecasting.
- Provide CMG and programme staff with monthly financial analysis and reports, and participate in regular budget review meetings with budget holders.
- Develop split budgets for NRC's field offices, and provide regular and accurate budget -v- actual reporting to field level project staff and management.
- Ensure monthly compliance checks of financial supporting documentation for transactions over 10,000 USD are carried out at all offices, that checks are recorded and that corrective action is taken as necessary.
- Implementation of management letter recommendations.
- Ensure compliance with national taxation and related requirements (income tax, Social Security, VAT, customs duties etc.).
- Maintain an up to date authorisation table and list of approved bank signatories.
- Maintain financial archives in accordance with donor requirements.
- Develop; review and update finance Standard Operating Procedures for the country programme.
- Ensure Securing Supporting Documentation monthly procedures are being followed by the finance staff.
- Update and follow up on financial standard requirements for Local Implementing Partners (develop checklists for control visits, standardized budget template, budget monitoring template, etc.).
- Conduct finance checks and validation of expenditures as per delegation of authority.
- Lead on engagement with auditors (internal and external).
- Provide support to the finance unit in the Area Office if significant workload is expected.
- Conduct training on financial procedures and donor regulations to finance, programme and support staff at Country Office and Area Office level.

Our Ideal Candidate

- Minimum 3-5 years of experience from working in a Senior Finance position in a humanitarian context.
- Recognised accountancy education qualification.
- Experience from working in complex and volatile contexts.
- Documented results related to the position's responsibilities.
- Knowledge about own leadership skills/profile.
- Solid knowledge of computer software and modern accounting systems.
- Fluency in English, both written and verbal.
- Knowledge of key donors, their policies and procedures.
- Strong computer skills, especially in MS office – previous experience of Agresso an advantage.

- Strong training and presentation skills.
- Knowledge of the Syria context.

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: Damascus

To apply for this vacancy, please copy the following link:

https://255041821.webcruiter.no/Main2/Recruit/Public/4163155029?language=EN&link_source_id=0

IMPORTANT NOTE:

Candidates who do not fill the website application form in details may not be considered.