



JOB TITLE – ACCOUNTABILITY OFFICER BASED IN ALEPPO

DEADLINE : 20 JANUARY 2022

TYPE OF CONTRACT/DURATION : EXPERTISES CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

BASED: ALEPPO

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

The Accountability Officer will be based in Homs and supporting Homs and Hama governorates and He/she will be responsible of the Finance, Logistic and Administration tasks at the Field Level, He/She is also in charge of supporting the Finance Department in Damascus Office on a regular basis.

RESPONSIBILITIES AND TASKS

1. Accountancy Management:

- Check, before recording any entry, that the invoices are compliant with PUI regulations and procedures.
- He is in charge of collecting money from bank branch in his/her governorate

➤ **Manage the daily payments of his/her governorate:**

- He/She is responsible of the cashboxes.
- Ensure payments of the daily expenses.
- Perform payments to suppliers.
- Prepare monthly report on expenses.

➤ **Keep cashbook of his/her Governorate:**

- Ensure daily follow-up of expenditures.
- Record transfers, advances, exchanges and bills in cashbox.

➤ **Ensure & Collect monthly bills and financial statements :**

- Gather bills in box file by dividers according to the PUI standards & regulations.



- Check that each bill contains the accurate information and supporting documents.
- Translate requested information's into English.
- Stamp bills and order them by program number and by date.
- Attribute to each bill unique number.

➤ **Monthly Closing:**

- Register monthly expenses, transfers, exchanges, advances and bills on accounting software SAGA are matching.
- Import and export data and updates in coordination with the Finance Officer (Mission Accountancy).
- Prepare SAGA excel sheet.
- Ensure that all bills submitted to Damascus Office by the end of the month with its cash inventory signed by concerned staff.

➤ **Cash forecast :**

- Prepare the cash forecast according to cash needs for his/her governorate regarding mission & project expenditures on weekly basis.

2. Logistics Tasks:

- Preparing and perform logistics documents related purchases at field level.
- Suppling required goods according to purchase requests.
- Controlling quality and quantity of purchased items/services.
- Launching & Collecting quotations in coordintaion with Log department in Damascus Office.
- Conduct market assessment upon request.
- He/she is in charge of receiveing items transferred from Damascus to his/her governorate and vis versa.
- Preparing daily fuel follow up table and sending it to the log department in Damascus on monthly basis
- In Coordiation with FOM, He/she is in charge of organization the daily movement of the staff in his/her governorate
- He/She is in charge of Assests manamgnet in his/her governorate.
- He/She is in charge of work space faciility services.

3. Administration tasks:

- He/She is in charge of Hotel booking in his/her governorate (rooms and halls).
- He/She ins in charge or transportation booking
- He/She is in charge of Travel autohrization preparation for Field staff
- To ensure & follow up administration procedures at the field level.
- To support Admin Departmen in the Mission event organization.
- To prepare the minutes of the coordination meeting at his/her governorate.
- Meeting of the coordination meeting
- To manage the correspondence letters between PUI and other entities, registration and follow up.

4. HR Tasks:

- Gathering the needed documents for any new staff and send them to HR department in Damascus (hard & soft copies)
- Follow up the contract signatures when needed
- Prepare the attendance sheet of the field staff in his/her governorate and send it to the program team in Damascus on monthly basis.
- Supporting HR team in Damascus Office in any task related to the staff in his/her governorate:
- Update Contact list.

5. Damascus Office support :

- In coordination with Finance Officer (Mission Accountancy), He/she will support the Finance Department in Damascus Office in the monthly closing & financial tasks required.

6. Archiving :

- Scan the documentation of his/her Governorate Cashbook on monthly basis.
- Archiving Bills / vouchers of the Cashboxes according to mission financial procedures.

REQUIRED SKILLS

Qualifications, technical experience/knowledge and skills:

- A bachelor's degree in relevant field (Administration/ HR /Finance/Logistics)
- Minimum 1 year experience in similar position. Relevant experience with INGOs will be highly appreciated.
- Clear understanding of Core Humanitarian Standards (CHS);
- Good knowledge of institutional donor (US donors,ECHO, UN agencies, etc.) procedures and financial guidelines.
- Well organized, detail-oriented, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Ability to work independently and as part of a team.
- Ability to work in very challenging and volatile settings
- Ability and willingness to travel frequently to other governorates within Syria.

Language skills:

- Excellent command in speaking, writing and editing documents in English.
- Excellent command in speaking, writing and editing documents in Arabic.

Computer skills:

- Computer Skills: Advanced user of MS office (including Word, Excel, Outlook, Access DB and PowerPoint) is required – Power BI and SPSS knowledge is an asset.

Other required skills:

- Excellent negotiation and communication skills, including a supportive working style.



**PREMIERE
URGENCE
INTERNATIONALE**

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Dear Appicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/e/1FAIpQLSd35MrN9AOm_60-afjefyMtZDwLWnJUvFFGFV9LwS2Xwvg3yg/viewform

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

2- You should send your CV updated with the cover letter to the below email account and subject of the email should be the Job Title you applied for .

syr.hr.recruitment@premiere-urgence.org

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 02nd OF JANUARY 2022.