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## **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 Specific Information**

The purpose of the Finance Technical Assistant position is to ensure proper day to day implementation of the Finance responsibilities and implement NRC's Financial Systems and Procedures.

### **Specific responsibilities**

1. Process day-to-day payment in cash and banks (suppliers, cash advances, staff etc.), ensuring all the supporting documents adhere to NRC Financial Regulations.
2. Review and verify the travel claims of the national staff.
3. Follow up and monitor the cash advances and insure are properly cleared up at the end of the month.
4. Manage petty cash books and ensure daily recording of expenditures.
5. Perform daily cash counts, cash inventory at the end of the month.
6. Responsible for filing the vouchers and other financial documents in NRC's standard filing system and Scan all required documents in accordance with Compliance guidelines.
7. Updated the records of bid Bonds & Framework agreement tracker.
8. Prepare Post backs monthly for Cash/Bank payments and follow up to obtain the required approval from budget holder.
9. Support Finance Technical officer during the month ends close/Year End.
10. Support Finance Technical officer and Finance Coordinator during the annual audit.

## **Our Ideal Candidate**

1. At Least two-years' experience in a Finance Role Accountant, Cashier, Finance Assistant.
2. Bachelor's degree in accounting, Business and Administration or finance-related fields.
3. Proficiency in Arabic. Good level of English written and spoken.
4. Good Excel Skills.
5. Knowledge of any accounting system will be an asset.



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REFUGEE COUNCIL

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### **Additional Information**

**Please note that application will be reviewed as they are received, and assessments will be conducted on a rolling basis before the application deadline.**

Contract period: Till end of 2025, renewable based on NRC fund and performance.

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

Duty station: Damascus, Country Office

**To apply for this Vacancy, please copy below link:**

**[https://23109900.webcruiter.no/Main/Recruit/Public/5006009975?link\\_source\\_id=2249338128](https://23109900.webcruiter.no/Main/Recruit/Public/5006009975?link_source_id=2249338128)**