



JOB TITLE :FINANCE COORDINATOR BASED IN DAMASCUS

DEADLINE : 22 FEBRUARY 2023

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

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))

GENERAL OBJECTIVE

The Finance Coordinator contributes to the good financial, accounting and budgeting management for the mission.

RESPONSIBILITIES AND TASKS

1. Financial, budgetary and accounting management

- He/She will ensure the Financial Coordination in all aspects of financial management, including budgetary and accounting activities, as well as the cash flow for the mission.
- a) Finance**
 - To contribute in drawing up and updating key performance indicator documents (scorecards) to monitor the mission's financial balance sheet and to avoid risks. He/She will also analyse financial information and share his/her conclusions with the Deputy Head of Mission for Accountability.
 - To ensure the implementation and correct use of financial, accounting and budgetary procedures and management tools throughout the mission.
 - To ensure, amongst other things, that expenditure procedures are respected and implements an internal control system.
- b) Budget**
 - To draw up project budgets within the framework for proposed operations (including the budget narrative) for the procedures of each financial donor, in coordination with the coordination team and the people responsible for the project concerned. He/She will thus ensure that any costs strictly related to the proposed programmes are covered, and also the fair distribution of mission operating costs throughout the duration of each project.
 - To check the budget each month and provide analyzing.
 - To suggest adjustments to the budget as needed, which may involve requesting amendments to contracts.
 - To ensure throughout each project that funds are allocated correctly and in respect of the contractual framework as regards rules of eligibility (date, purchasing procedures, etc.) and reporting deadlines.

- To validate the external financial reports for financial donors, with all the documents that make up the contractual report.
- To be responsible for the attribution of the coordination support costs in all budgets in accordance with the support cost allocation system.
- To validate the monthly allocation table for the mission.
- To ensure that all Managers manage their budgets correctly, that the budget forecasts are up-to-date and donor rules respected.
- To provide advice and technical assistance in cost analysis, fiscal allocation, and budget preparation.
- To ensure that all managers are aware of the contractual obligations towards donors.

c) Accounting

- To ensure the quality of the accounting.
- To provide technical support when needed
- To ensure the monthly schedule of the closing.
- To ensure the quality of the archiving and scanning

d) Cash Flow

- To prepare a monthly report on the provisional level of cash flow.
- To follow up the transfers issue with HQ as well as with the banks
- To update the DHOMA on any new rules related to the transfers
- To ensure the cash availability for the mission
- To validate transfers from coordination office to the bases.

2. Procurement Management

- To validate and follow, with concerned managers, purchase files for the mission and make sure that these files are in compliance with PUI procurement procedures.

3. Circulation of Information

- To ensure that information is circulated effectively between operational bases and the coordination office.
- To edit or take part in drafting internal activity reports for everything involving financial management, budget, accounts for the mission.

4. Representation:

- By delegation of the Deputy Head Of Mission for Accountability , he/she will represent the association before partners, authorities and the various local actors involved, in the areas of finance relating to the mission
- He/She will also develop and maintain relationships with partner organisations, particularly within the area of coordinating with NGOs as regards to financial donors.

5. Coordination:

- By delegation of the Deputy Head Of Mission for Accountability, he/she participates in distributing information concerning the financial issues regarding the mission, both within the mission itself and to the Headquarter, and he/she will consolidate internal and external reports in these same fields.

6. Technical supervision:

- To provide technical support and supervision to the Finance team at the mission

Qualification & REQUIRED SKILLS

Mandatory requirements

- **Language skills:** Fluent in Arabic and English
- **Education degree:** University degree in Finance, Accounting, Administration, Human Resources or a related field
- **Work experience:** Minimum 2 years of experience in a similar position (NGOs/private companies)
- **Knowledge & skills:** Good analytical and writing skills/Good management capacities and team leadership spirit
- **Computer skills:** Good knowledge of the MS office software including Word, Outlook. Excellent in Excel
- Other required skills:
 - Good skills in reports and contracts redaction
 - Good knowledge of institutional donor (OFDA, ECHO, UN agencies, etc.) procedures and financial guidelines.
 - Knowledge of humanitarian actors
 - Good management and pedagogical skills
 - Excellent communication and diplomacy skills to manage relationship in potentially tense situations

Assets

- **Interest:**
 - Strong motivation to help people in needs
 - Understanding of the political situation in the area
- **Transversal skills:**
 - Well organized
 - Conflict resolution and diplomacy experience
 - Ability to analyse and suggest improvement
 - Ability to take initiative to deal with difficulties encountered in daily work
 - Ability to adapt or change priorities according to the changing situation within a mission or the organization itself
 - Autonomy, neutrality, hard worker
 - Able to manage stress and pressure

Dear Applicant,

To apply for this Vacancy,

Please copy below link and fill the PUI Syria- Application form.

https://docs.google.com/forms/d/e/1FAIpQLSefo14xEEipW_pFpIjHalfWMJfBCRjcaZF_Cb-YauLHNjSRIQ/viewform

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

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO WILL APPLY BY 06TH OF JANUARY 2023.