

DEADLINE : 26 AUGUST 2020

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

Under supervision of the Finance Responsible–Budget & Reports.

The Finance Assistant is providing support in budget management as well as in preparation of the reports by ensuring that PUI, donor regulation and audit procedures are well respected.

RESPONSIBILITIES AND TASKS

1- Financial & Budgetary Reporting: Under the supervision of the Finance Responsible, the Finance Assistant will:

- Assist in the preparation of new projects' financial proposals.
- Be in charge of the preparation of the first draft of the FFU on monthly basis.
- Update the OFU on monthly basis
- Check budget consumption for each project to ensure adherence to donor rules.
- Update the forecasted amount for each budget on monthly basis.
- Assist in prepare the financial reports including donor templates.
- 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 to ensure the implementation of financial & budgetary procedures by using financial tools through the mission.
- Support to ensure that expenditure procedures are respected and internal control system is well implemented Assist in prepare the summary sheet for new projects.

2- Archiving

- Scan and archive all support documents related to all donors and ensure that they are easily retrievable.

3- Provide support in the following whenever it's needed :

- Support in Finance field payments .
- Attend opening sessions.
- Perform any other duty Requested by the line Manager.

Qualification:

- Bachelor's Degree in Finance, Accounting, Administration or related field required
- Minimum 1 years of experience in a similar position (NGOs/private companies)
- Good level in English & Arabic (reading , writing and speaking).
- Excellent in Excel –knowledge of Saga software.

Specific Vacancy Requirements:

- Managing priorities, time and deadline.
- Flexibility and adaptability;
- Excellent communication and diplomacy skills
- Accurate/Attention to Details
- Confidentiality
- Integrity
- Knowledge of humanitarian actors

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSepH70RjFpk6azDcQImGdQBR2N8MceRumjtAYF2jysQD3U35w/viewform>

If the link above dose 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 APPLY BY 10TH OF AUGUST 2020.