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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 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 Finance Coordinator is responsible for the coordination of financial matters for NRC Syria based projects..

## **Role Specific Information**

- Lead on the financial monthly closing of Damascus accounting books.
- Closely monitor of level of expenditure and allocation of expenses to existing projects, providing monthly Budget versus Actual reports to be discussed with Senior Management.
- Ensure effective cash flows, preparing forecast of expenditures and submitting monthly cash
- Closely monitor of daily exchange rates. Identification risks in exchange rate deviations and elaboration of accurate exchange rate fluctuation reports.
- Ensure monthly payment of taxes.
- Elaborate monthly bank reconciliations.
- Support on the elaboration of budget for new proposals, ensuring that budgeting tools are correctly used and ensuring support costs are properly budgeted.
- Elaborate, Monitor and Update Master Support Budget, identifying funding gaps and allocation of costs to existing donors.
- Provide finance verification of purchase and payment request up to his/her authorization limit.
- Review and update Standard Operating Procedures in Finance if relevant changes happen.
- Lead on preparation and assistance on Internal and/or External Audits and other financial documentation revision from any external body, if any.

## **Our Ideal Candidate**

- Minimum 2 – 3 years of experience working as a Finance Coordinator/Senior Finance position
- Bachelor Degree in Accounting, Business and Administration or finance-related fields. Master degree or accountancy degree is an additional asset.
- Experience in a humanitarian/recovery context.
- Previous experience in working with external donor funding.
- Previous experience in working in complex and volatile contexts.
- Capacity to work under pressure and meet reporting deadlines.
- Result oriented behavior.
- High level of excel skills.
- Previous knowledge of working with Accounting Software.
- Knowledge about own leadership skills/profile.
- Proficiency in Arabic and English, both written and verbal.
- Knowledge of Agresso Accounting System will be an asset.
- Training and capacity building skills.
- Proven experience in managing a team.
- Proven experience in monitoring exchange rates deviations.
- Knowledge of Labor Law and Taxation in Syria.
- Ready to travel on mission into different Governorates in Syria
- Strong working knowledge of MS Office package.

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**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 below link:**

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