

Finance Assistant Syria – Damascus

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement, responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

About the job

The finance assistant will provide financial and administrative support to DRC and partners as per DRC and donor regulations and procedures

Duties and Responsibilities:**Finance and Accounting**

- Daily accounting (bookkeeping) according to DRC financial handbook
- Manage petty cash and clear cash advances upon request.
- Prepare daily and monthly cash counts.
- Maintain proper filing and archiving of all financial documentation (vouchers, contracts, tender documents, etc.)
- Transferring payments when needed and following up with partners' reports.
- Cash and other record keeping
- Correctly use DRC Dynamics functionalities in area of concern

Reporting

- Assist with collecting, reviewing, correcting and filing all financial progress reports from the partners.
- Support financial report preparations.
- Submit progress and status reports.

Audit

- Providing support to the Finance Manager during project and other relevant audits.

Experience and technical competencies:

Minimum 1 year of relevant work experience

- Experience with carrying out admin tasks.
- Good communication skills.
- Advanced proficiency in Excel.
- Basic proficiency in PowerPoint and Word.
- Well-developed organizational and planning skills in order to meet deadlines.
- NGO experience

Preferred experience:

- Experience with robust ERP system(s)
- Experience with audits

Education:

- University Degree in Finance/Accounting/Business or equivalent professional qualification Find the definition of DRC's Core competencies [here](#)

Core competencies Basic Advanced Expert Languages:

- Fluency in Arabic.
- Advanced English proficiency.

In this position, you are expected to demonstrate DRC's five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Expected Start date: 01 February 2026

Contract end: 30 June 2026 Extended based on funding and evaluation.

Level: Non-Management – I1

Location: Damascus

Application process:

Interested? Then apply for this position here: [Finance Assistant - Damascus - Link of application](#)

Or view the advert on DRC's homepage here: [Home Page - Finance Assistant based in Damascus](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV-only applications will not be considered.**

Applications close: **20 December 2025**

Applications will be reviewed on a rolling basis. DRC reserves the right to conduct tests and interviews before the closing date and can close the advertisement earlier in case of finding a suitable candidate.

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the

recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.