



## **JOB TITLE –ACCOUNTABILITY ASSISTANT BASED IN DARAA**

**DEADLINE :** 13 JUNE 2020

**TYPE OF CONTRACT/DURATION :** EXPERTISE CONTRACT / 6 MONTHS

**NO OF REQUIRED EXPERTS:** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** DARAA

### **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 Accountability Assistant of the governorate is responsible of the Finance, Logistic, HR and Administration tasks at the Field Level,

He/She is also in charge of supporting the Finance Department in Damascus Office on a regular basis.

### **RESPONSIBILITIES AND TASKS**

#### **1- Finance Tasks:**

- **Manage the daily payments of his/her governorate:**
  - He/She is responsible of the cashboxes.
  - Ensure payments of the daily expenses.
  - Perform payments to suppliers.
  - Prepare monthly report on expenses.
  - He is in charge of collecting money from the bank branch in his/her governorate
- **Keep cashbook of his/her Governorate:**
  - Ensure daily follow-up of expenditures.
  - Record transfers, advances, exchanges and bills in cashbox.
- **Ensure & Collect monthly bills and financial statements :**
  - Check, before recording any entry, that the invoices are compliant with PUI regulations and procedures.
  - Gather bills in box file by dividers according to the PUI standards & regulations.
  - Check that each bill contains the accurate information and supporting documents.
  - Translate requested information's into English.
  - Stamp bills and order them by program number and by date.
  - Attribute to each bill unique number.

- **Monthly Closing:**
  - Register monthly expences, transfers, exchanges, advances and bills on accounting software SAGA.
  - Import and export data and updates in coordination with the Finance Officer (Mission Accountancy ).
  - Prepare SAGA excel sheet.
  - Ensure that all bills submitted to Damascus Office by the end of the month with its cash inventory signed by concerned staff.
  
- **Cash forecast :**
  - Prepare the cash forecast according to cash needs for his/her governorate regarding mission & project expenditures on weekly basis.
  
- 2- Logistics Tasks:**
  - Preparing and perform logistics documents related purchases at field level.
  - Suppling required goods according to purchase requests.
  - Controlling quality and quantity of purchased items/services.
  - Launching & collecting quotations in coordination with Log department in Damascus Office.
  - Conduct market assessment upon request.
  - He/she is in charge of receiving items transferred from Damascus to his/her governorate and vis versa.
  - Preparing daily fuel follow up table and sending it to the log department in Damascus on monthly basis
  - In Coordination with HOB/LRO, He/she is in charge of organization the daily movement of the staff in his/her governorate
  - He/She is in charge of Assist management in his/her governorate.
  - He/She is in charge of work space facility services
  
- 3- Administration tasks:**
  - He/She is in charge of Hotel booking in his/her governorate (rooms and halls).
  - He/She ins in charge or transportation booking
  - He/She is in charge of Travel authorization preparation for Field staff
  - To ensure & follow up administration procedures at the field level.
  - To support in the Mission event organization.
  - To manage the correspondence letters between PUI and other entities, registration and follow up.
  
- 4- HR Tasks:**
  - Gathering the needed documents for any new staff and send them to HR department in Damascus (hard & soft copies)
  - Follow up the contract signatures when needed
  - Prepare the attendance sheet of the field staff in his/her governorate and send it to Damascus on monthly basis.
  - Supporting HR team in Damascus Office in any task related to the staff in his/her governorate:
  - Update Contact list related to his/her governorate.
  
- 5- Damascus Office support :**
  - In coordination with Finance Officer (Mission Accountancy), He/she will support the Finance Department in Damascus Office in the monthly closing & financial tasks required.

**6- Archiving :**

- Scan the documentation of his/her Governorate Cashbook on monthly basis.
- Archiving Bills / vouchers of the Cashboxes according to mission financial procedures.

**7- Reporting:**

- Prepare any kind of report requested by his/her line Manager,

**8- Others**

- Any other work related task and asked by the Line Manager.

**Qualification:**

- University degree in Finance, Accounting, Administration, Human Resources or a related field
- Minimum 1-year's experience in a similar position. (NGOs, Private companies)
- Good Level of English language
- Intermediate level in using MS Office (including Word, Excel, Outlook, PowerPoint)
- Accounting procedures in INGO

**Specific Vacancy Requirements:**

- Good knowledge of institutional donor (US donors, ECHO, UN agencies, etc.) procedures and financial guidelines.
- Knowledge of humanitarian actors
- Good management and pedagogical skills
- Excellent communication and diplomacy skills
- Managing priorities, time and deadline.
- Flexibility and adaptability;

*Dear Appicante,*

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

<https://docs.google.com/forms/d/e/1FAIpQLSeIWdkSJ3ao9ppT8CZ3cP6XYTQ7X7luJzeS3FERNKEzSVC2iw/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 WILL APPLY BY 28<sup>th</sup> OF MAY 2020.**