solidarités international

Job Description

Admin Manager - Aleppo

Objective:

Under the supervision of the Field Coordinator, the Administrative Manager carries out administrative, accounting and financial management of his/her base, in compliance with donor and SOLIDARITES International procedures.

He/she supervises accounting operations and cash management and carries out budget follow up in conjunction with the program managers.

He/she is also in charge of the administrative management of all the national employees of his/her base and of ensuring that Solidarités International's Human Resources policy is properly implemented.

He/she supports monitors and trains the members of his/her administrative team.

Desired start date: As Soon As possible

Type of Contract: Fixed-term contract, subject to renewal depending on organisational needs, availability of funding and satisfactory performance.

Location: Aleppo

Key Responsibilities

HR management for national staff

- Supervise all recruitment processes and integration and induction of all new employees
- Keep informed of all bills and changes associated with employment law, employment in general, and staff training.
- Improve staff working conditions in close collaboration with the administrative coordinator
- Collect the necessary information for monitoring changes in the cost of living.
- Supervise the monthly payroll and verify the base's salary databases and payroll processing (Balzac XX)
- Check the update at base level of the HR linked information through Homère software
- Supervise the update of all HR-related documents at mission level and filing at coordination level
- Monitor adhesion to national HR policy at mission level
- Update staff records and follow up HR deadlines
- Consolidate and update the mission organization chart
- Supervise annual performance review deadlines, contract date**s**…
- Participate in creating an annual mission training plan, supervise its implementation and measure its impact
- Participate in the review of the mission HR policy
- Check that job descriptions fit the standard job matrix and ensure that the recruitment process is respected

Team management

- Define the needs of administrative personnel at his/her base, and recruit according to the resources allocated
- Train, support and evaluate the administrative team at his/her assignment base
- Plan and direct the activities of the administrative team
- Lead meetings for the administrative team

Cash-flow/bookkeeping:

- Manage his/her base's cashflow and ensure that banks and cash boxes are well supplied
- Manage transfers and monitor the security of funds
- Formulate cash-flow forecasts with the logistics officer and the program managers
- Supervise the upkeep and security of safes and cash-boxes
- Validate all disbursements and commitments of expenditure, in compliance with Solidarités International procedures
- Supervise account keeping at his/her base, monitor cash balances
- Monitor bank books for his/her base and keep the safe
- Prepare and supervise the monthly closing, review and integration of the accounting for his/her base
- Verify the accounting files before they are sent to coordination.

Budgetary / financial monitoring:

- Update allocation boards for his/her base
- Update and analyse budget follow up in conjunction with logistic and program teams
- Make connections between budgetary consumption and activity progress
- Propose solutions if necessary
- Monitor functioning costs at his/her assignment base
- Oversee adherence to donor administrative procedures
- Aid the administrative coordinator in formulating financial reports and carrying out audits
- Assist in formulating budgets for new projects

Administrative management of the mission

- Verify and validate all contracts drafted at the base
- Assist in selecting Solidarités International premises
- Ensure administrative monitoring of insurance locations, claims and contracts

Reporting/communication:

- Establish and maintain relationships with local and regional administrative authorities, monitor regulations in force
- Take part in meetings relating to administrative aspects, represent Solidarités International on request and/or by order
- Supervise the sending of administrative files to the coordination

Ensure administrative and financial reports are made to the coordination according to the Solidarités administrative calendar

DIPLOMAS AND EXPERIENCE

Education & Certifications:

Bachelor's degree in finance, accounting, business administration or a related field (required).
A master's degree or professional certification in accounting or HR is an asset.

Experience:

- **Experience in the humanitarian sector: 3-4 year**
- **Experience on a similar position: 2 years**

Key Competencies & Personal Qualities:

TECHNICAL SKILLS

- Accounting, cash and bank management, and monthly closing.
- Budget follow-up and financial reporting.
- Knowledge of institutional donor rules (e.g. ECHO, CDCS, SHF).
- Payroll and the full HR cycle: recruitment, contracts and performance management.
- Good knowledge of Syrian labour law.
- Advanced Excel.
- Experience with accounting and HR software.

TRANSVERSAL SKILLS

- Leadership and team management.
- Integrity and confidentiality.
- Ability to prioritise and work under pressure.
- Clear communication skills.
- Sound judgement in sensitive HR situations.
- Autonomy and problem-solving.

LANGUAGES

- **English:** Fluent
- **Arabic:** Fluent

SI Will Offer you:

A salaried position:
SI will offer a monthly gross salary of **2,070 USD**, along with a comprehensive benefits package.

"Please note that the proposed salary is subject to taxation and social security deductions in compliance with Syrian local laws"

Application process

Interested candidates are invited to apply at the link below
Female candidates are strongly encouraged to apply.

Submit your application

Please note the vacancy may close before the deadline.
Thank you for your understanding.