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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 to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

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.

### **Role Specific Information:**

The purpose of this position is to provide the day to day implementation of the finance function's responsibility.

#### **Generic responsibilities**

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function
6. Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies, and Syria-specific explanatory notes.
7. Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
8. Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

### **Our Ideal Candidate:**

#### **Professional Competencies:**

- Minimum 3 years' experience in in finance-related roles, such as accounting, treasury, and cash handling.
- Previous experience from working with INGOs in complex and volatile context
- Proficiency in Arabic.
- Very good level of English written and spoken.

#### **Context related skills, knowledge and experience:**

- Knowledge of the context in the area level is an advantage
- Strong working knowledge of MS Office package, advanced Excel Skills.
- Knowledge of accounting system will be an asset.

**Additional Information:**

Contract period: Till the end of 2025, renewable based on NRC fund and performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: One of NRC's operational hubs in South / Central Syria

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

[https://23109900.webcruiter.no/Main/Recruit/Public/5002301756?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/5002301756?link_source_id=0)