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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.

## **Role Specific Information**

1. Process day to day payment in cash and banks (suppliers, cash advances, staff etc.), ensuring all the supporting documents adhere to NRC Financial Regulations.
2. Manage and control travel advances of staff travelling in the region, ensuring all advances are properly cleared at the end of the month by providing the required support to NRC staff to handle travel claim.
3. Manage petty cash cashbook and ensure daily recording of expenditures.
4. Perform daily cash counts, cash inventory at the end of the month.
5. Responsible for filing the vouchers and other financial documents in NRC's standard filing system and Scan all required documents in accordance with Compliance guideline.
6. Follow up with money transfer agency to process the payment and transfer the Fund to agent 's Bank account or deposit in cash for cash advances to other Area offices.
7. Monitor & track contract with multiple instalments and keep updated records of bid Bonds & Framework agreement report.
8. Verify LOE (letter of engagement) and process payment on a monthly basis.
9. Support Finance Officer/Coordinator during Tender Process.
10. Verify CBA analysis for Competitive bid & closed Tender and provide feedback on the analysis.
11. Prepare Post backs on a monthly basis for Cash/Bank payments and follow up to obtain the required approval from budget holder.
12. Support Finance Officer/Coordinator during month end close/Year End.
13. Monitoring daily exchange rates and send report to SRO.
14. Support Finance Officer/Coordinator for any ad-hoc task/report.

## **Our Ideal Candidate**

- At Least two-years' experience in a Finance Role Accountant, Cashier, Finance Assistant.
- Bachelor Degree in Accounting, Business and Administration or finance-related fields.
- Proficiency in Arabic. Good level of English written and spoken.
- Handling insecure/changing environment
- Empowering and building trust
- Communicating with impact and respect
- Coping with change

## **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: Aleppo

**Deadline 11/11/2020**

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

**[https://23109900.webcruiter.no/Main/Recruit/Public/4297616485?link\\_source\\_id=0](https://23109900.webcruiter.no/Main/Recruit/Public/4297616485?link_source_id=0)**