

DEADLINE : 26 AUGUST 2020

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

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

BASED: DAMASCUS

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, Latakia & 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 Finance Officer is providing support to the Head Of Finance in managing and supervising the accounting at mission level and to improve existing work practices to ensure compliance with donors and other regulatory requirements.

RESPONSIBILITIES AND TASKS

1- Supervises and supports in:

a. Accountancy Management

- Check, before recording any entry, that the invoices are compliant with PUI regulations and procedures
- Be in charge of the month-end closing at the Mission level (budget codes, invoices, validation...)
- Make sure that all transactions posted in the accounting Saga at Damascus office and other offices level are compliant with PU budgets
- Ensure specific bank procedures and relative documentations
- Support Accountability Officers & assistant in the month-end closing (budget codes, invoices, validation...);
- Prepare monthly and annual financial reports to Head Quarter (global audit, inventories...)
- In charge of answering all the monthly auditing questions from Head Quarter
- Prepare bank reconciliation statements for each month-end closing, in order to keep track of the balances
- Prepare a monthly meeting with Accountability Officers & assistant to check the accountancy.

b. Financial & budgetary Management

- Support the Finance Responsible to insure the implementation of financial & budgetary procedures using financial tools through the mission.
- Support the Finance Responsible to insure that expenditure procedures are respected and internal control system is well implemented.
- Provide the needed support to the Head of Finance in the monthly budget follow-up process at mission level.
- Support the Finance Responsible to insure that all Managers manage their budgets correctly, that the budget forecasts are up-to-date and donor rules respected.

c. Cash Management:

- Make a cash inventory with the Finance Assistant at the end of each week and regularly check the cash boxes
- Analyze the cash situation at the end of each week and to prepare the cash position for the following week.
- Follow up contractors payments and associated reporting
- Ensure that all payments follow PUI procedures and all necessary documents and validations are respected
- Analyze the inter-bank transfers at the beginning of each week
- Ensure that the Cash handling procedures is implemented and respected.

d. Audit and procedures

- Check all documents and ensure they respect PUI and donors procedures and guidelines
- Prepare the monthly documents to be sent to HQ in collaborations with the compliance.
- Ensure that all documentation are scanned and archived according to PUI rules.

2- Managing the Finance Assistant

- Ensure the administrative HR management of his/her team (daily attendance, leaves management) in collaboration with the HR department.
- Ensure that her/his team complies with PUI internal rules (disciplinary management when needed).
- Ensure a regular appraisal process for her/his team and supports her/his team in building their capacities (update of job descriptions/terms of reference, training, definition and follow up of clear objectives).
- Ensure a constant monitoring of her/his team (general and technical).
- Ensures a good communication, coordination and information level within the team through regular coordination meetings, formal reporting (or other if needed).S/He participates in the selection process in recruiting

3- Provides internal Reporting:

- Report monthly feedback of the monthly closing to the field, finance assistant and to the Head of Finance.
- Report weekly feedback on the weekly submission to the field, finance assistant and to the Head of Finance.
- To be in charge of preparing the reporting documents that are sent to HQ on monthly basis.
- Prepare any kind of report requested by Head of finance or Deputy Head of mission for accountability.

4- **Archiving**

- Overall supervision on the Finance Assistant to insure scanning is done properly on time.
- Ensure that donor accounting files are complete and well maintained in accordance with PUI and donors requirements
- Issue vouchers, and to properly archive the invoices and Saga vouchers in dedicated files
- Ensure the shipping of the files from field to Coordination and from Coordination to HQ.

EQUIERED SKILLS

➤ **Language skills:**

- Advanced level of English – Written and Spoken

➤ **Computer Skills:**

- Proficient user of MS Office (including Word, Outlook, PowerPoint), Advanced in Excel

➤ **Other required skills & Knowledge**

- Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines.
- Knowledge in Accounting procedures in INGO
- High level of transparency , organizational skills and high sense of responsibility
- Good management and pedagogical skills
- Excellent communication and diplomacy skills
- Accurate/Attention to Details
- Discipline
- Reporting
- Capable of working under pressure in a multitasking position.

Dear Appicante,

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSfLbKk1ogFhPjUeCoGVy5HBUTV-aUyZDjZVdsaKZIOckR6bg/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 APPLY BY 10TH OF AUGUST 2020.