

Finance Manager-Syria-National Position

Deadline:
30-07-2025

Contact person:
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Place of Work:
Raqqa

DanChurchAid (DCA) invites applications for the Finance Manager post with its Syria Country Programme. The position is for **National** Applicants.

The Finance Manager is responsible for all accounting and finance-related tasks within DCA Syria Programme. S/he manages all accounts and finance teams and ensures compliance with the finance chapters of DCA's Finance Handbook. This role has a country focus and ensures compliance with DCA procedures and guidelines within the country's operation. The role also supports the Head of Finance & Support Services in the development of country strategies, which are translated into action plans and day-to-day tasks. The FM will work closely with the program's technical coordinators as well as the DCA partners to ensure timely and efficient support, and there will be a strong emphasis on training of national finance staff.

The successful applicant will need to demonstrate a positive and self-motivated attitude & also require leadership skills, communication skills, problem-solving skills, a great deal of flexibility, and attention to detail.

If you have these qualities and skills, and you are an ambitious person looking for a challenging opportunity with a leading Mine Action and Humanitarian NGO, then we would like to hear from you.

- General Information

- Position: Finance Manager
- Based in: Raqqa (Work-related travels are expected in this position)
- Reports to: Head of Finance & Support Services
- Number of positions: 1

- The main duties relating to this position are as follows:

- Provide strong leadership to the Accounting/finance unit in the Country Offices.
- Oversee the programme Finance Unit and ensure compliance with the organization's Financial Rules & Regulations and Finance procedures.
- Oversee certifying and authorizing payments, expenditures and disbursements, entering all transactions into the FMS Maconomy and that the supporting documents are filed according to internal procedures.
- Ensure all spending is in accordance with the DCA and donor requirements, and all relevant files for documentation are created, updated and maintained;
- Monitor that DCA and donor policies, procedures and guidelines are strictly adhered to and that DCA operates in compliance with local laws.
- Ensure compliance with relevant country statutory and other financial obligations such as tax, levies, and statutory returns.
- Ensure regular financial briefings to relevant Manager including budget follow ups, variances in spending and budget monitoring status
- Liaise with relevant Managers on key financial issues for all programs in the country, including co-funding, financial reporting, key variances and any remedial action.
- Act as focal point for any internal/external audit exercise and ensure all required documentation for financial audits in cooperation with Coordination staff and HQ.
- Contribute to the development of proposals with regards to budgeting in cooperation with Managers
- Proactively identify and act upon capacity Building needs of Finance staff providing training and other capacity-building where necessary to ensure that finance staff capacity is continuously developing
- Supervise the timely review, posting and closure of accounts, verify accuracy and compliance with policy and standards of accountability framework.
- Oversee all financial services (accounting, cash management, payments etc.) ensuring timeliness and compliance with standards of accountability and performance
- Review financial plans and oversee the budget process/cycle to ensure timely revisions and

reallocation of funds.

- Ensure the availability and timely submission of required financial reports, both internal and external.
- Manage and monitor the cash flow based on established financial goals and resource mobilization plans.
- Ensure Partners Budgets are fully align with the project proposals, and monthly spending reports are reviewed and signed off by the finance team.

- Required qualifications and competencies

- Minimum Bachelor's degree in Economics, Accounting, Business Administration, preferably a master's degree.
- Have a minimum of 5 years of International NGO work experience in the finance field, with at least one year as a Manager with an International NGO.
- Possess strong teamwork and communication skills.
- Flexible, culturally sensitive, and aware.
- Able to travel within Syria to Field offices.
- Possess a good standard of computer literacy, including proficiency in Excel, Word, PowerPoint, & Financial software.
- Fluency in written and spoken English is essential, In addition to Arabic,
- Having experience working with Partners

- What we offer:

- A very competitive salary package
- 2 days of paid annual leave per month
- An interesting and challenging experience addressing humanitarian needs
- Skilled colleagues and comprehensive support
- A positive and caring work environment

- We are an equal opportunity employer and value diversity within our organization.

- All interested qualified candidates, irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy if they meet the requirements outlined above.

- DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with DCA.

- Everyone applying for a job with DCA must be ready to comply with DCA Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment, and Child Safeguarding Policy.

- Please note that Only applications in English and consisting of a minimum of a CV and a cover letter will be considered, and only short-listed candidates who meet the requirements will be contacted.

- The closing date for applications is 30/07/2025