

Finance and Admin Assistant

Deadline:
18-04-2025

DanChurchAid and Norwegian Church Aid joint country program in Palestine is recruiting a Finance and Admin Assistant

Contact person:
Carol Sahhar

DCA/NCA is looking for a Finance and Admin Assistant to contribute to the attainment of the Joint Country Programme in Palestine (JCPP) objectives through efficient and effective financial running of the country office and partners. **Place of Work:**
East Jerusalem

The role

The Finance and Admin Assistant is responsible for the country office budget and accounts. Also, provides secretarial, administrative and logistics support to ensure smooth flow of the information within Country Office, an optimal work environment, and liaise between units at Country Office level to resolve day-to-day operational and administrative problems.

Major Responsibilities

Finance Support

- Country Office accounts (Assets, liabilities and expenses) are up to date and supported properly with documentations, reviewed then authorized by authorized signatories at Country Office.
- Bank accounts are monitored and replenished as necessary.
- Prepare and review all types of vouchers (local or through HQ) and release payments as per finance manual.
- Prepare and monitor Country Office budget spending and status.

Administrative Support

- Perform general administrative tasks such as scheduling appointments and meetings, arranging travel, preparing and editing documents, and maintaining records and files, respond to emails, phone calls.
- Coordinate and manage logistics for meetings, events, and conferences, including booking venues, arranging catering, preparing materials, and coordinating attendees.
- Office Operations: Assist with office operations and ordering and managing office supplies, maintaining office equipment, and coordinating with vendors and service providers.
- Apply for different visas/ permits as per required and advise head of unit on changes of process of access within country or abroad (international visits visa, B1 visa for expats, permits to/from Gaza...)
- Project Assistance: Provide support to Country Office team for managing projects, collecting data, contacting partners, coordinating tasks/deadlines and filling documents in the relevant project/partner files.

Education/Experience expected// Key qualifications:

- BA Degree in accounting, business, or finance.
- At least 2-5 years of experience in INGOs finance department or audit background
- Knowledgeable in Israeli payroll and other registration regulations applicable to INGOs
- Fluency in Arabic, English. Hebrew is preferable.
- DCA key management values of being Compassionate, Proactive, Responsible and Respectful resonate with you.
- Passionate about the job - Ability to multitask, prioritize, and manage time efficiently.
- Hard working- takes initiative and learns fast
- Delivers timely and with high quality accuracy and attention to details.
- Independent thinker and implementor.
- Solution-oriented - Solving problems with fast professional decisions.
- Ability to work within a team.
- Ability to drive in Jerusalem.

We offer:

- Workstation: DCA/NCA Country office in Jerusalem, with possible travel in country and

abroad.

- Duration: Ending 31 December 2025, following a satisfactory probation period. Renewal of contract for an open-ended contract will be based on performance.
- Contract Type: Full-time
- Starting Date: ASAP
- Be part of the highly professional and friendly JCPP team.
- Meaningful, professional, dynamic, and pleasant workplace.
- Space to excel and manage your own time.

To apply for this position:

Please upload your CV and a cover letter that includes your motivation and capacity for the role no later than April 18th, 2025. 23:59. Use the following link:

[Finance and Admin Assistant I DanChurchAid](#)

While we thank all applicants for their interest, only those selected for interviews will be contacted. We reserve the right to conduct interviews on a rolling basis.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities, or ethnic affiliation are encouraged to apply for the vacancy. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.

To know more about DCA and NCA please visit our websites ([Help us fight for the world's poorest - DanChurchAid](#) and [Together for a just world - Frontpage English](#))