

Finance Officer-Raqqa-National

Deadline:
13-09-2025

Contact person:
Ibrahim Ahmad Ismaeil

Place of Work:
Raqqa

Who are we?

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, building resilient societies, combating extreme inequality and creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.

POSITION OBJECTIVES

Under the supervision of the finance coordinator, the finance officer will be responsible for the day-to-day support of DCA's finance activities in AOR including but not limited to ensuring that DCA's finance policies and procedures are followed and implemented consistently.

POSITION GENERAL INFORMATION

- Position: Finance Officer
- Based in: Raqqa
- Reports to: Finance Coordinator
- Number of positions: 1

Key Responsibilities

- Ensure compliance with financial and administrative requirements set by DCA and its donors.
- Monitor cash flows and supervise petty cash handling.
- Ensuring that sub-grantees comply with the terms and conditions of the sub-grant agreement, as well as applicable laws and regulations.
- Ensure compliance with office cost and analysis to support finance and support department.
- Other duties from Finance manager/ Finance Coordinator
- Conducting site visits to ensure that sub-grantees are using funds appropriately.
- Ensure proper planning and support to Finance Manager/ Finance Coordinator and Grant department for all audit requests.
- Train team members on standards for submitting financial transactions and administrative paperwork.
- Serve as the field point of contact for all administrative and finance related questions.
- Providing technical assistance and capacity building support to sub-grantees to help them effectively implement their programs and meet their reporting requirements.
- Documentation: responsible for maintaining accurate and complete records of DCA and sub-grant activities, including contracts, financial reports, programmatic reports, and other documentation related to DCA
- Contribute in preparing all financial documents as may be requested by the Finance Manager / Finance Coordinator
- Process invoices and project-related payments.
- Coordinating with other departments or teams within the organization to ensure that sub-grant activities are aligned with the overall mission and strategy of the organization.

Job Requirements

- Bachelor's degree in finance, Accounting, Business Administration, or a related field.
- Minimum 3–5 years of progressively responsible experience in finance, accounting, or grants management, preferably within NGOs or donor-funded projects
- Very good English language (written & spoken)
- Strong understanding of financial management, accounting principles, and donor compliance

requirements.

- Proven experience with budget monitoring, cash flow management, and financial reporting.
- Familiarity with grants/sub-grants management, including compliance monitoring, auditing, and capacity building for partners
- Proficiency in using Microsoft Office (Excel, Word, Outlook) and familiarity with accounting software (e.g., Maconomy, or similar).

HOW TO APPLY?

- We are an equal opportunity employer and value diversity within our organization.
- All qualified candidates irrespective of age, gender, race, religion or ethnic affiliation are encouraged to apply for the vacancy if they meet the requirements outlined above.
- The candidate 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.
- **Please note that Only short-listed candidates who meet the requirements will be contacted.**
- The closing date for applications is the 13-Sep-2025