



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. NRC started its activities in Syria in mid-2016.

In 2024 NRC has reached with humanitarian assistance more than **699,313** individuals across Syria in the Governorates of Damascus, Rural Damascus, Daraa, Homs, Aleppo, Hama, Idlib, Hassakeh, Qamishli and Raqqqa

NRC will continue to apply an integrated programming approach, where Education, Information, counselling and legal assistance (ICLA), Shelter/WASH, Livelihoods and Food Security and (LFS) programmes, and Protection from Violence 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. Support Finance coordinator on the financial monthly closing of Syria Country Office (SCO) accounting books.
2. Provide finance verification of purchase and payment request up to his/her authorization limit.
3. Verify all transaction vouchers in cash & bank postback and post the transactions in Agresso System and print the system posting voucher.
4. Prepare & Follow up the monthly Social security payment and reconcile it with ledger, prepare voucher and send to Finance coordinator for Posting in Agresso.
5. Prepare the Payroll income tax report, reconcile with ledger and follow up all process the payment on time every six month, prepare the voucher and send to
6. Finance coordinator for Posting in Agresso.
7. Prepare and process bank payments and coordinate payments through financial service providers.
8. Verify the monthly report for implementing partner and their supportive documentation in line with NRC requirements, liaise with partners to receive additional/missing documents, prepare voucher and posting and send to Finance coordinator for Posting in Agresso.
9. Follow up the monthly advanced payment for implementing partner as per signed agreement.
10. Provide finance induction for new NRC staff.
11. Relieve as cashier when required.
12. Any other tasks as per supervisor request.

for more details please download the [detailed JD](#)

Our Ideal Candidate

- At least four-years' experience in a finance role such as accountant, finance officer.
- Bachelor Degree in Accounting, or finance-related fields.
- Very good level of English written and spoken.
- Advanced Excel Skills.



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- Knowledge of any accounting system will be an asset.

Additional Information

- Duty station: Country Office - Damascus
- Contract: Fixed terms. Renewable, based on funding and performance.
- **Please note this a temporary cover for maternity leave**
- Salary/benefits: Grade 5 of NRC's salary scale ([NRC Grade profile](#))
- Candidates who do not provide complete and detailed information in the online application form **will not be considered**.
- The application deadline is **3 Sept 2026**.

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5168168029?link_source_id=0