

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. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than 600,000 people particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021. NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Background

The Finance Officer is a member of the Finance team in the Area office. The Finance department is responsible for financial processes and transactions of the organization in a highly challenging and volatile context.

Role and responsibilities

The purpose of this position is to provide the day to day implementation of the finance function's responsibility.

Generic responsibilities

- Ensure adherence with NRC policies, tools, handbooks and guidelines
- Implement delegated support function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the support function
- Ensure NRC's related activities are implemented in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.
- Promote and secure a safe working environment for reporting concerns/breaches, and that all cases reported are processed in a confidential and sensitive manner.

Specific responsibilities

- Responsible for timely financial closing of the month in the Area Office.
- Ensure effective cash flows, preparing forecast of expenditures and submitting cash call requests to Country Office.
- Provide finance verification of payment request up to her/his authorization limit and prepare relevant post back.
- Process day to day payment in cash and banks (suppliers, cash advances, staff etc.), ensuring all the supporting documents adhere to NRC Financial Regulations.
- Manage petty cash cashbook and ensure daily recording of expenditures.
- Perform daily cash counts, cash inventory at the end of the month.
- Verify and post all postbacks which prepared by another finance person .

- Responsible for filing the vouchers and other financial documents in NRC's standard filing system and scan all required documents in accordance with Compliance guideline.
- Follow up with money transfer agency to process the payment and transfer the fund to agent's bank account or deposit in cash for cash advances to other Area Offices.
- Monitor & track contract with multiple instalments and keep updated records of bid bonds & framework agreement report.
- Verify LOE (Letter of Engagement) and process payment on a monthly basis.
- Provide finance induction for new non-finance NRC Staff at area office.
- Participate in financial offers bidding analysis, Competitive Bid Analysis (CBA) and tenders as committee member according to the Logistics Standard Operating -Procedures (SOPs) and authorization table and provide the required analysis of supplier's financial capacity and other analysis as required.
- Focal point of verifying advances, Expense Claim on TAR system.
- Assist Finance Coordinator in verifying the Spending plan and prepare monthly analysis for grants.

Qualifications

Generic professional competencies:

- At Least 4 years' experience in a finance role as a Senior Accountant, Chief Accountant, Finance Officer.
- Bachelor's degree in accounting, or finance-related fields.
- Proficiency in Arabic. Very good level of English written and spoken.

Context related skills, knowledge and experience:

- Advanced Excel Skills.
- Knowledge of any accounting system will be an asset.

Personal qualities

Behavioral competencies

The following are essential for this position:

- Handling insecure environments
- Planning and delivering results
- Working with people
- Analyzing
- Communicating with impact and respect
- Coping with change

We can offer

Duty station: North-West Syria Area Office (NWS) - Idleb

Required Number of employees: 1

Contract: **Fixed-Term Employment Contract 6 months, SHF Project based position with no chance for renewal or extension**

Salary/benefits: Grade 5 of NRC's salary scale ([NRC Grade profile](#))

NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.

Candidates who do not provide complete and detailed information in the online application form will not be considered.

The application deadline is 14 Apr 2026.

Learn more about NRC's operations in Syria [here](#).

Why NRC?

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation helping people forced to flee. Our 15,000 staff work in crises across 40 countries, providing life-saving and long-term assistance to millions of people every year.

[Watch this short video](#) to see NRC in action.

We are looking for people who are passionate about helping refugees and people forced to flee. Are you one of those people? If you are, NRC offers you the opportunity to:

- Do demanding and professional work, often in challenging contexts
- Join a work culture that empowers every employee to share ideas and take responsibility
- Be part of a welcoming and supportive community committed to human dignity

[Learn more about NRC](#)

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5109509448?link_source_id=0