



Finance Coordinator – Budgeting and Reporting

Temporary, Full-time - Syria

General Objective of the Job

The Finance Coordinator (Budgeting & Reporting) is responsible for preparing, monitoring, and reporting on project and donor budgets to ensure sound financial management and full compliance with organizational and donor requirements. The role provides accurate and timely financial information to support management decision-making and ensures that both donor and internal reporting standards are consistently met. In addition, the Finance Coordinator leads the preparation and consolidation of all new project budgets and any subsequent budget realignments. This includes coordinating the process at the country office level and providing technical guidance and support to Area Office finance teams. The position also participates in, supports, and may lead external audit processes, working closely with auditors to ensure successful audit outcomes.

Position in the Organization

The Finance Coordinator reports to the Head of Finance & Operations; no line management responsibilities are foreseen for this position although this is subject to change over time.

Result Areas

Internal Financial Management and Risk Management

- Lead the development of Country Office budget lines for new proposals.
- Support Budget holders and finance staff in the Area Offices to develop their project budgets.
- Consolidate all elements of the proposal budget and prepare the final product in the donor format for review and submission.
- Ensure all proposal budgets include sufficient and appropriate cost coverage for shared costs.
- Review proposal budgets to ensure costing is accurate and activity and staffing costs are realistic and sufficient to deliver the committed activities.
- Review proposal budgets for donor compliance and ensure all budgeted costs are eligible and in line with all donor guidelines.
- Update the BFUs and its forecast with the project coordinators and alerts the PM on underspending / overspending or other deviations.
- Review financial reports for donors' compliance prior to submission and support the head of Finance.
- Ensure all WC internal tools are properly used and Agresso is updated in line with WC processes.
- Support HFO in completing internal and external audit processes; work closely with Auditors on end year closure.



Donor Reporting & Compliance

- Prepare financial reports to donors according to their guidelines/regulations and liaise with relevant donors' focal points as needed.
- Track and trouble-shoot contracts and payments from donors.
- Respond to donor queries/feedback on submitted financial reports.
- Maintain up-to-date records of donor reporting deadlines and submissions.
- Collaborate closely with program teams to ensure financial and programmatic data alignment.

Capacity Building

- Contribute to capacity building of all finance staff within WCH and of partner organizations.
- Contribute to capacity building of non-financial staff on finance.

Your profile

Knowledge and Experience

- Bachelor's degree in finance, Accounting or similar degree, CMA is desirable.
- Minimum of 3 years' experience in similar positions with an NGO/INGO
- Experience working in complex and volatile contexts.
- Solid knowledge of computer software and modern accounting systems
- Experience with financial systems and tools like working in an ERP tool.
- Experience working with multiple humanitarian donors and their budgeting and reporting.

Skills and Competencies

- Knowledge of and experience in Financial Planning, monitoring and Management
- Knowledge of and experience in Budget Planning, monitoring and Management
- Knowledge of and experience in donor's compliance rules
- Understanding of the reality on the ground and hands on approach to solve issues related to the programme.
- Strong computer skills, Microsoft office and especially Excel.
- Fluency in Arabic and English
- Cultural sensitivity
- Result-oriented
- Attentive to detail with regard routine systems and procedures and cost-conscious
- Works well in small team
- Flexibility
- Proactive approach



WHAT WE OFFER

- **Location:** The position will be based in **Syria** (Damascus, Aleppo, or Raqqa) with field visits.
- **Professional Development:** Opportunities for capacity building and growth, both within the role and through War Child's broader network.
- **Meaningful Impact:** The chance to make a tangible difference in the lives of children and families affected by conflict, contributing to long-term, sustainable change.
- **Equal Opportunities:** War Child is an inclusive employer committed to diversity and inclusion, respecting all individuals regardless of age, gender, religion, ethnicity, nationality, or physical ability.
- **Workplace Culture:** War Child is dedicated to fostering a diverse, inclusive, and respectful workplace that prioritizes safety and fairness for all individuals. We strictly prohibit any form of discrimination, harassment, retaliation, or bullying within our organization

Why You Should Apply

- **Make a Real Impact:** Your work will directly contribute to providing quality education to children who need it most, creating lasting change in their lives.
- **Career Growth:** Join a dynamic organization that values your professional development and offers opportunities for learning, growth, and innovation.
- **Collaborative and Mission-Driven:** Work alongside passionate colleagues and partners united in a mission to protect children and help them thrive despite adversity.

How to Apply

Qualified candidates are encouraged to submit their applications by **01 November 2025** using this link : [Apply Here](#). **We are reviewing submissions on a rolling basis, so early applications are strongly recommended.**

By submitting your application you certify that all of the statements made in your application are true, complete, and correct and are made in good faith. You understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of your application or withdrawal of any offer of appointment or, if an appointment offer has been accepted, this will be ground for employment sanctions, such as, but not limited to, instant dismissal. In addition, you understand that you need to submit a Criminal Record Certificate and that, if you fail to submit it, no employment relationship can be established.

War Child is an international organisation, and we are committed to be a diverse and inclusive employer, placing human and child rights at the centre of our existence and work. We hire our new colleagues based on their talents, competences and shared values; we do not distinguish them based on their age, gender and gender identity,



race, color, ethnicity, religion, culture, sexual orientation, disability etc.

The safety of children and youth is a paramount and essential to War Child's work. War Child has a zero tolerance policy towards any form of abuse. To prevent placing children and youth at any risk this subject is addressed in our recruitment and selection procedures. Moreover, the accepted candidates will be required to state their commitment/ intent to be aware, consider and adhere to the minimum standards applicable in development and humanitarian settings, such as humanitarian values and principles, Sphere Humanitarian Charter, Standards in the Humanitarian Standards Partnership, Core Humanitarian Standard, International Humanitarian Law, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organizations (NGOs) in Disaster Relief and IASC Six Core Principles Relating to Sexual Exploitation and Abuse.

Disclaimer

- Only applications received via our website are processed.
- If we appoint a suitable candidate before the given closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed.
- It could be that during our selection process the closing date for the vacancy is extended. If so, and you have not yet heard from us, your application will remain active.

ABOUT US

The War Child Alliance is an international non-governmental organization committed to providing psychosocial support, child protection, youth empowerment programming and quality education to the children affected by armed conflict. We implement evidence-based interventions to empower key stakeholders—including governments, educators, caregivers, and communities—to foster children's wellbeing, education, and self-determination. We work with global teams with team members being based in different locations. War Child is currently operates in: Afghanistan, the Central African Republic, Colombia, DR Congo, Germany, Jordan, Lebanon, the occupied Palestinian territory, South Sudan, Sweden, Syria, Uganda, Ukraine (soon to be registered), and Yemen. We also have offices in the Netherlands and the United Kingdom.

Learn more about War Child and our programmes <https://www.warchild.net/>

Safeguarding and Integrity

*Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All (prospective) employees will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [Integrity & Safeguarding - Home](#)*

Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)

*We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** policy on our website, and if you have any questions about our commitment to **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** do get in touch: DEIB.team@warchild.net*