

Finance Expert - Damascus

The position is to be filled by April 2026. Employment/Service location will be Damascus/ Syria. The position is paid according to SG7 (1890 USD)

Responsibilities:

1- Budget Development:

Collaborating with program managers to develop annual budgets and conducting financial forecasting to determine requirements.

Ensuring alignment of budgets with organizational strategic goals.

Reviewing and revising budgets throughout the project lifecycle.

2- Project Management:

overseeing the accounting process and ensure timely and accurate monthly closure.

monitoring bank and cash balances and updating the cash forecast.

Developing BVA to coordinate with HoP for project progress.

3- Cost Allocation:

Developing and implementing cost allocation methodologies to distribute shared expenses equitably.

Monitoring the implementation of cost allocation systems and ensuring compliance with Welthungerhilfe guidelines.

Providing guidance and training on cost allocation principles.

Management of timesheet process properly to support the cost allocation of staff cost.

4- Capacity Building:

Providing training to staff on budgeting, cost allocation, and financial management best practices.

Conducting financial training sessions or workshops to improve organizational financial literacy.

Supervising accountants and cashiers for assigned projects.

5-Partnership Management:

Conducting financial assessments for existing and potential partners.

Reviewing partner financial reports and conducting regular monitoring visits.

Providing training to partners on finance-related requirements.

6-Grant and Donor Reporting:

Supporting the preparation of financial reports for grants and donors, ensuring accuracy and compliance with funding requirements.

Assisting with the development of proposal budgets and budget narratives for new funding opportunities.

7-Financial Analysis:

Regularly updating the master budget to ensure reliable data for management decisions.

Conducting financial analysis to identify risks, trends, and opportunities for cost savings.

Regular monitoring of KPIs and meeting the deadlines.

Undertake field visits to project locations in Syria as requested.

In addition to the above, the finance expert may be asked to carry out other duties as requested by the supervisors and line managers.

Qualifications:

* Applicants must **already be based in Damascus**,

* University Degree in Accounting, Finance, Administration or any other related field.

* Strong knowledge of advanced Excel.

* An excellent knowledge of English and Arabic language skills are a must.

* High mental and physical resilience with readiness to travel.

How To Apply :

- **Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by April 10, 2026.**
- **Arabic CVs will not be considered, and only short-listed candidates will be contacted.**
- **CVs will be reviewed on a rolling basis due to the urgency of filling this position.**
- **We also strongly encourage female candidates to apply**
- **Only applications submitted via the organization's system will be considered for review.**

WHH Application Link : ([Finance Expert](#))