

**DEADLINE :** 17 October 2025

**TYPE OF CONTRACT/DURATION :** EMPLOYMENT CONTRACT

**NO OF REQUIRED EMPLOYEES :** 1

**SALARY:** AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

**BASED:** DAMASCUS

#### **ABOUT PUI IN SYRIA**

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Latakia & Deraa ) and through the following interventions:

- Rehabilitation of collective and private shelters
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK))

- **Mainly responsible for :**

- **Financial & Budgetary Reporting: Under the supervision of the Deputy Finance Coordinator, the Budgeting Officer will:**

- Assist in the preparation of new projects' financial proposals.
- Be in charge of the preparation of the first draft of the FFU on monthly basis.
- Update the OFU on monthly basis and in coordination with Accounting to allocate the needed Transactions accordingly.
- Check budget consumption for each project to ensure adherence to donor rules.
- Update the forecasted amount for each budget on monthly basis.
- Assist in prepare the financial reports including donor templates.
- Check and update Bank Balances based on the online statements on a regular basis to ensure having the needed accurate information for reporting purposes
- Support to ensure the implementation of financial & budgetary procedures by using financial tools through the mission.

- Support to ensure that expenditure procedures are respected and internal control system is well implemented Assist in prepare the summary sheet for new projects.
- **Budget Analysis:**
  - Assist Deputy Finance Coordinator with the monthly budget follow-up process at mission level.
  - Assist *Deputy Finance Coordinator* to ensure that all Budget Holders manage their budgets correctly, that the budget forecasts are up-to-date and donor rules respected
- **Audit and procedures**
  - Assist Deputy Finance Coordinator with the preparation for the financial audits on the mission and all the requirements related to Audit mission.
- **Archiving**
  - Scan and archive all support documents related to all donors and ensure that they are easily retrievable.
- **Provide support in the following whenever it's needed:**
  - Support in Finance field payments .
  - Attend opening sessions.
  - Perform any other duty Requested by the line Manager.

*The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The employee could be requested to perform other tasks as his/her Line Manager may judge necessary.*

#### **REQUIERED SKILLS**

- **Language skills:** Advanced level in English and Arabic (oral and written)
- **Education degree:** University degree in Finance, Accounting or a related field
- **Work experience:** Minimum 2 years of experience in a similar position (NGOs/private companies)
- **Computer Skills:** Proficient user of MS Office (including Word, Outlook, PowerPoint), Advanced in Excel & – knowledge of Saga software.
- **Other required skills:**
  - Good knowledge of institutional donor (ECHO, SDC, SIDA, UN agencies, etc.) procedures and financial guidelines.
  - Knowledge in Accounting procedures in INGO
  - High level of transparency , organizational skills and high sense of responsibility
  - Good management and pedagogical skills
  - Excellent communication and diplomacy skills
  - Accurate/Attention to Details

- Discipline
- Reporting
- Capable of working under pressure in a multitasking position.

Dear Applicant,

To apply for this Vacancy,  
Please copy below link and fill the PUI Syria application form.

[PUI SYRIA- APPLICATION FORM- FINANCE OFFICER - BUDGET AND REPORT - LINK OF APPLICATION](#)

If the link above does not work by clicking on it, please copy and paste it in the browser address bar.

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS AND POSITION CAN BE CLOSED EARLIER THAN DEADLINE, FOR THIS REASON, INTERESTED CANDIDATES ARE ASKED TO SUBMIT THEIR APPLICATION AS SOON AS POSSIBLE.

***We strongly encourage qualified female candidates to submit applications for the position.***

PUI is an Equal Opportunity Employer that values diversity and fosters a culture of inclusiveness. Applications are encouraged from women, candidates, and people with disabilities