



Norwegian Church Aid (NCA) is a Norwegian registered non-governmental organization that was founded in 1947 with its headquarter in Oslo, Norway. NCA, being one of the largest aid organizations in the Nordic region, works in more than 30 countries globally with both emergency and development programs to provide assistance to people in need.

NCA works in several sectors, including water, sanitation and hygiene (WASH), gender-based violence prevention, livelihoods and food security, and cash assistance. As an organization, NCA is committed to serve people in need regardless of their religious beliefs, ethnic background, or political affiliation.

Role and responsibilities:

The Finance Officer will work closely with the Finance Manager and the finance team to ensure accurate, timely, and compliant financial processing, documentation, reporting, and audit support in line with NCA policies, donor requirements, and internal procedures.

Key Responsibilities:

The Finance Officer will support the finance function through:

- Processing day-to-day financial transactions, including payments, receipts, invoices, cash, and bank-related transactions.
- Ensuring all financial transactions are properly documented, reviewed, approved, recorded, and filed in line with internal procedures and authorization requirements.
- Supporting accounting, bookkeeping, cash management, bank coordination, reconciliations, and follow-up on staff advances.
- Preparing payment and accounting documentation packages with complete supporting documents and following up on booking and payment processing.
- Maintaining accurate hardcopy and digital finance records, including vouchers, contracts, procurement files, and supporting documentation.
- Supporting cash counts, cash flow updates, bank reconciliations, and follow-up on outstanding financial items.
- Preparing and maintaining finance files and supporting documentation for internal and external audits, and supporting timely responses to audit queries.
- Supporting monthly financial reporting, budget monitoring, donor reporting, proposal budgets, and project financial tracking.
- Coordinating with relevant NCA departments and finance colleagues to ensure timely and compliant financial processes.
- Ensuring adherence to NCA financial procedures, internal controls, code of conduct, and fraud prevention measures, including taking appropriate steps to minimize financial risks.

Context-related skills, knowledge, and experience:

- University degree in Finance, Accounting, Business Administration, Economics, or a related field.
- 3–5 years of relevant finance/accounting experience, preferably in NGOs/INGOs or donor-funded projects.
- Experience with NGOs/INGOs, donor-funded projects, audits, and compliance procedures is an advantage.
- Good knowledge of financial systems, Microsoft Excel, and accounting procedures.
- Strong attention to detail, accuracy, confidentiality, and ability to meet deadlines.
- Good communication and coordination skills.
- Good command of Arabic and English.

Additional Information:

- Contract period: Full-time
- Duration 6 months, with the possibility of renewal based on performance and funding
- Salary: According to the NCA's salary scale
- Duty station: Damascus
- Application deadline is 26 May 2026

To apply for this vacancy, please go through the following link:

<https://ncaco.recman.page/job/476877>