



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Finance Assistant.

Contract type: Full-time

Duty Station: Main Office Damascus.

Number of Vacancies: 1.

Application Closing Date: March 15,2026, 4:00PM.

JOB SUMMARY:

Responsible for providing support to finance and other team members in various finance and accounting tasks. The Finance Assistant will assist in areas such as budgeting, financial reporting, and general ledger management. The level of work performed may varies depending on the complexity of the country portfolio, as to the number of influencing factors and their interdependencies. Some of the factors affecting complexity may be size of country program (USD value and number of projects), variety of donors, interdependence and interrelations of projects, number of field sites, stakeholders, resources, country context, etc.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSABILITIES:

Accounting and Finance Management:

- Assist in the preparation of financial reports, including monthly and annual financial statements, variance analysis, and ad-hoc reports as required.
- Assist in processing of invoices, expenses, and payments
- Process and reconcile accounts payable and receivable transactions in a timely and accurate manner. Update and maintain analysis of accounts payables and accounts receivables, inclusive of the maintenance of staff advances.
- Prepare and process journal entries and general ledger entries.
- Update and maintain transactions journals with real time updates to Cost Point. Complete the monthly closing operation of the cash accounts after validation of Finance Officer
- Ensure that all vouchers are scanned and uploaded into IMC Share file for Supervisor review and internal audit purpose
- Ensure cash accounts are reconciled daily; conduct daily cash count in the presence of Finance Officer or Finance Manager. Prepare and update the Daily Cash position in International Medical Corps TMS
- Assist in the preparation and monitoring of budgets
- Maintain accurate and up-to-date financial records, including filing, archiving financial documents and retrieval of finance documents. Ensure documents are properly filed, stamped and available on a monthly scanning
- Support other team members in day-to-day finance and accounting tasks as required.
- Collaborate with other departments to ensure accurate and timely completion of financial transactions and reports.
- Participate in ad-hoc projects as assigned by the Finance Manager.
- Account for procurement transactions to ensure adequate supporting documentation, accuracy, and control over payments. Coordinate with Logistics department, as applicable.

Working Relationships:

- Maintain frequent communication with Finance Officer to ensure finance activities and objectives are communicated
- Work with program and logistics staff to ensure the coordination of programs are within budgeted targets

- **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

[Finance Assistant-Main Office Damascus-FA-D15032026](#)

Alternatively, scan the following QR code by your mobile camera:

