



مؤسسة الأغا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ a full-time **Area Finance Assistant** for its office in Tartous.

JOB SUMMARY:

The Area Finance Assistant is responsible for all financial administrative functions in the Finance Department. He/she will be responsible for financial transactions, payments process, scanning, printing, and archiving and other tasks when required. The incumbent will report directly to the Area Finance Officer

ROLES AND RESPONSIBILITIES:

- Cash Management / Petty cash handling
- Preparation of Cash Report on a daily basis for sharing with AFO
- Preparation of monthly cash requests for AFO review for further funds transfer from Salamieh
- Support Financial Operations: Assist in managing financial operations, including invoice processing, supplier/vendor/staff reconciliations, and expense claims
- Ensure Compliance: Review, verify, and process payment requests, travel advances, and expense reports for team members
- Scanning the expenses statements and uploading them to the international various donor database (if required)
- Transfer financial vouchers/records/documents to Salamieh Office on a monthly basis.
- Supporting the Finance Department team in administrative tasks.
- Supporting of donor documentation reporting e.g., scanning, copying ...etc.

QUALIFICATIONS AND REQUIREMENTS:

- The applicant must have a Bachelor's Degree in Economics or Business Administration.
- Two years of working experience on accounting software
- At least two years of financial experience, preferably working in NGOs
- Good organizational skills and ability to work under pressure
- Microsoft computer skills (good skills in handling excel)
- Good communication and team work skills.
- Good command of English Language

Safeguarding Commitments:

AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of do no harm of the beneficiaries and whom dealing with. In line with this commitment; the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this [Link](#)

Deadline for application submission is Wednesday, April 1st 2026.

Only shortlisted candidates will be contacted

