



Senior Finance Coordinator/ Damascus

ROLE PURPOSE:

Blumont, Inc. is a non-profit holding company that provides governance and oversight responsibilities to three subsidiaries, provides sustainable solutions to problems being faced by vulnerable and displaced populations around the world. implement programs ranging from relief and early recovery to development that are tailored to operational contexts and informed by local perspectives. Blumont has long-term programs based in Iraq, as well as emergency response programs supporting Syrian refugees.

KEY AREAS OF ACCOUNTABILITY

- Responsible for day-to-day accounting, finance, and payment transactions in the Damascus office programs.
- Overseas sub office finance activity, including, but not limited to, mentoring, training, and reviewing transactions.
- Manage sub-office funds and cash needs on a weekly basis.
- Reconcile sub offices, bank, and petty cash accounts periodically, but at least monthly
- Support in the biweekly, monthly, and annual closing procedures and packages.
- Analyze accounts and record journal entries as required.
- Manage non-cash account balance sheet reconciliation.
- Responsible for reviewing and recording monthly accruals for the projects.
- Assist the Finance Department with any research and reporting projects.

- Lead and respond to the Syria monthly payroll review and reconciliation. This includes reviewing and checking the allocation of project code and budget line for each staff member with an approved timesheet.
- Reconcile staff advances monthly, including the expat salary field advance.
- Prepare monthly program reports (BvA-RCR, reports, etc.) to be reviewed by the Finance Director and submitted to the program Director and Management.
- Participate in monthly program review meetings for projects, and submit analysis for variances when it's needed
- Perform other duties as assigned by the supervisor.

QUALIFICATIONS:

- University degree in Business Administration-Accounting, CPA, or master's is advanced.



EXPERIENCE and SKILLS

- Minimum Seven years of demonstrated related financial management experience in an INGO
- Excellent attention to detail and accuracy
- Demonstrated experience with training and capacity-building
- Proficiency in written and spoken English, Arabic languages
- Computer literate in Microsoft Word, Excel, and email. Costpoint is advanced
- Excellent written and oral communication skills including interpersonal and collaborative skills
- Self-motivated, team player, comfortable dealing with all levels of management
- Ability to multitask and thrive in a fast-paced environment
- Knowledge of budgets, contracts, and Costpoint Accounting software is preferred

Success Factors:

- Demonstrated ability to multitask, meet deadlines and process information in support of changing program activities
- Demonstrated flexibility and creativity in planning and problem-solving, including identifying bottlenecks and streamlining processes
- Proven ability to learn quickly, take initiative, and be accountable for results
- Great source of inspiration for his team and for other finance colleagues

Commitment:

All role holder is expected to carry out their duties in accordance with our code of business ethics, core values, anti-harassment policy, and PSEA policies.

**Other Considerations:**

- Candidates will be required to provide educational certification to Blumont's satisfaction as a requirement for this role.
- Candidates from the local area are encouraged to apply.
- Due to the large volume of Applications, we receive, we are unable to respond to all applicants, therefore, If you do not hear from us within 10 days, please consider your application unsuccessful..

How to apply

Interested candidates are requested to fill out and attach the most updated Resume to the link below before 23 February 2026 :

<https://ee-eu.kobotoolbox.org/single/Xmf2HMmp>

Blumont is an equal-opportunity employer, values diversity in its workforce and continually strives to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only shortlisted candidates will be contacted.

Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found, please consider your application unsuccessful. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies