



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.

Norwegian Church Aid (NCA) is seeking a **Senior Finance Officer** to support the financial management and integrity of its Syria programme.

Please note that the final job title may be adjusted in line with NCA's ongoing job grading and category review.

Role and responsibilities:

The Senior Finance Officer plays a key role in ensuring sound financial management, compliance, and internal controls across NCA's Syria operations. The position focuses primarily on partner financial management, financial quality assurance, accounting in Maconomy, financial reporting, and support to the Finance Manager.

The role serves as the main financial focal point for local partners, ensuring compliance with NCA financial policies, donor requirements, and Syrian statutory regulations, while supporting day-to-day finance operations and capacity strengthening.

Key Responsibilities:

Partner Financial Management

- Review and follow up on partner financial reports, supporting documentation, budgets, and expenditures.
- Ensure partner compliance with NCA financial procedures and donor requirements.
- Support partner advances, liquidations, and payment processes.
- Conduct financial follow-ups, capacity building, and compliance monitoring with partners.
- Support partner audits, monitoring visits, and donor verifications.

Core Finance Operations

- Review and post accounting transactions in Maconomy, ensuring accurate coding and documentation.
- Support bank and cash management, including reconciliation reviews.
- Review payroll inputs and ensure consistency with HR records and statutory requirements.
- Support month-end closing processes and financial reporting.
- Provide financial data and analysis to support donor reporting and budget follow-up.



Additional Responsibilities

- Support internal and external audits.
- Participate in partner field visits when feasible.
- Uphold confidentiality, NCA's Code of Conduct, and safeguarding policies.
- Carry out other finance-related tasks assigned by the Finance Manager within the scope of the role.

Context-related skills, knowledge, and experience:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Minimum 4–5 years of INGO finance experience, with hands-on experience managing partner finance.
- Strong knowledge of financial controls, reconciliations, and donor compliance (ECHO, NMFA, OCHA/SHF, etc.).
- Experience in reviewing financial reports and supporting implementing partners.
- Good command of English and Arabic (written and spoken).
- Excellent financial analysis and documentation skills.
- Strong attention to detail and high accuracy.
- Good communication and negotiation skills, especially with partners.
- Problem-solving mindset and ability to apply NCA policies practically.
- Demonstrates accountability, transparency, and integrity.
- Works collaboratively within the finance team and with programme staff.

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 on 05 January 2026

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

<https://ncaco.recman.page/job/461198>