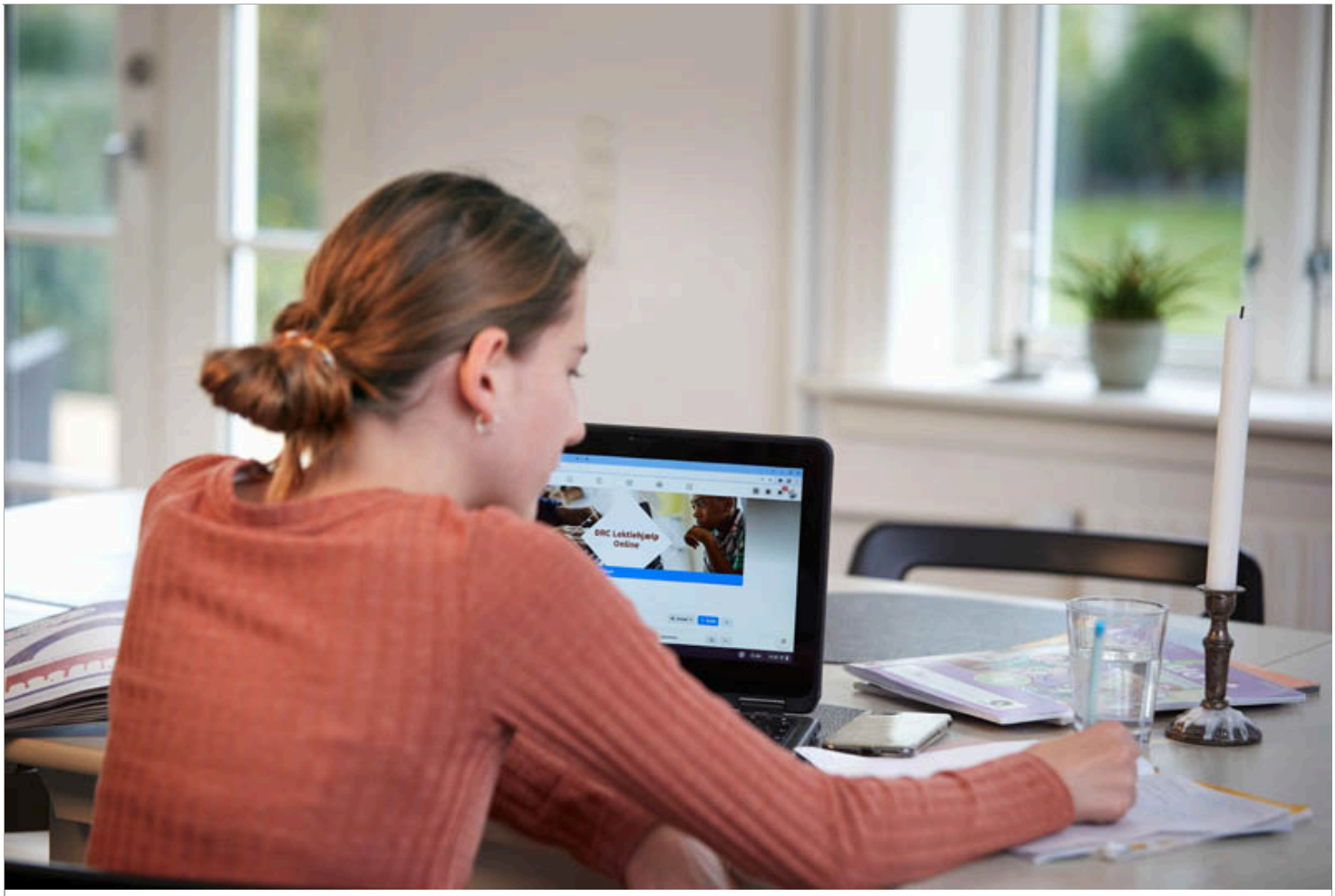


# Finance Coordinator

**Finance Coordinator**

**Syria - Damascus**

**Who are we?**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

**DRC Syria**

**DRC has been operating in Syria since 2008**, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full

DANISH REFUGEE COUNCIL

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**APPLY FOR POSITION**

**Application due:**
11/25/2026

**Workplace:**
Damascus

**Department/Country:**
Syria

**Contract type:**
Expatriate or national contract

**Homepage:**
drc.ngo

**ABOUT DRC**

cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

**About the job:**

The Finance Coordinator is responsible for ensuring that the staff are following the policies and guidance with DRC's Operations Handbook, internal guidelines, and donor requirements. Participate in proposals and prepare donor financial reports. Strengthening procedures and control, conducting spot checks and reviewing the transactions regularly. Support the Finance Manager in the financial management and master budget planning.

**Responsibilities:**

**Financial management and Grants Management:**

- Support the Finance Manager and HoSS in planning the master budget for the Country, monitor budget control and analyze variances between budget and actual expenditures, and assist in the preparation of budgets for new programmes.
- Provide Financial Management of partner to ensure strong budget management among the partners and compile and deliver financial reports on consortia financial situation
- Maintain and update the online Master Budget (ERP system) and the offline MB, ensuring monthly cost allocations are checked and controlled in coordination with the Finance Manager and HOSS.
- Support in updating expense forecasts in DRC Dynamics for new contracts.
- Participate in BFU review meetings with Budget Holder, grant staff and other relevant staff, and follow up on agreed action points arising from the meeting.
- Accurately reflect all budget revisions in the ERP system, accommodating changes in scope, funding, or unforeseen costs. Regular updates enhance financial transparency, resource management, and donor compliance, supported by audits for accuracy.
- Review partner expenses with budget holder (program accuracy) and awards (eligibility of expenses) and work with accounting department for posting in to DYN.
- Review the monthly accounting returns for accuracy and ensure that these are submitted on a timely basis and are completed according to DRC Accounting Policies and Procedures
- Participate in project kick off and close out workshops and support the proper close of the grant per the close out check lists.
- Train and support finance staff in the DRC Finance System, how to review TDL, BFU and other areas of budgeting and reporting
- Regularly visit area offices, providing technical support, training and spot checks of financial transactions to ensure compliance with DRC financial rules and regulations.
- Perform other ad-hoc tasks as required by immediate supervisor

**Risk and Compliance**

- Develop and maintain up-to-date and in-depth knowledge of donor and government policies, and support implementing DRC Led Consortia teams to ensure full compliance.
- Maintain effective communications with budget holders regarding donor-related issues.
- Monitor the compliance aspect of implementation by conduction spot checks and verification visits.
- Contribute to the preparation of audits and lead the preparation for local audits
- Provides expert advice and support to set strategy and assure operational quality and compliance
- Support and evaluate areas of compliance risk while feeding into risk registers, and recommend corrective actions
- Work closely with Consortium manager to ensure monitoring the performance of risk mitigation, improvement plans and corrective actions.

**Budgeting and Reporting:**

- Closely monitor of level of expenditure and allocation of expenses to existing projects, providing monthly Budget versus Actual reports to be discussed with Country Finance Manager & Relevant

- Support on the elaboration of budget for new proposals, ensuring that budgeting tools are correctly used and ensuring support costs are properly budgeted.
- Work closely with HR to update HR data in the online Master Budget and engage with area teams to address their Master Budget requirements.
- Assist in preparing budgets for new projects, as well as amending / revising budgets of projects.
- Work closely with program team during preparing project forecast and make sure the allocation of staff/other expenses are accurate.
- Prepare interim and final financial reports to donors and review financial data.
- Work closely with Finance Manager to ensure that thorough and effective budgetary control is undertaken in Country office.
- Convert internal budget template into relevant donor templates

**DRC Dynamics ERP system**

- Support the DRC Finance unit to use DRC Dynamics in its full capacity
- Ensure proper application of ERP finance processes in the country
- Apply reports and data analytics from ERP system to improve performance in the country
- Monitoring and Capacity building of Finance team on offline and online accounting and financial management of DRC budgets, financial reporting and processes.
- Assuming Finance manager role on need basis.
- Work with Technical line in development and rolling out finance workflows and SoPs.
- Design needed tools for Country Office set up and efficiency

**Experience:**

- At least 5 years of experience in finance management roles, including accounting, internal/external audit,
- Experience working for a leading INGO, with in depth knowledge of donor requirements, Such as SDC, Danida,,SIDA,UNDP, r European donors
- Experience working with partners (preferable)
- Demonstrable strategic thinking and leadership ability
- Experience with financial and grant management systems
- Excellent analytical and critical thinking ability
- Excellent communication, interpersonal and influencing skills with a well-developed ability to motivate and persuade at high levels
- Proven ability to lead and work effectively with others to achieve results
- Understanding and experience of institutional fundraising
- Experience with Microsoft Dynamics (preferable)
- Flexible approach to manage and prioritize a high workload and multiple tasks with tight deadlines
- Confident & proficient in the use of MS Office, and advanced Excel proficiency.

**Education**

University degree or equivalent within a relevant area (finance, business management, accounting, project management)

**Languages**

- English (Fluent)
- Arabic (is a plus)

*In this position, you are expected to demonstrate DRC' five core competencies:*

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

**We offer:**

Contract length: 12 months (extension based on performance and funds)

Level: Non Management – G1

Location: Syria - Damascus

Expected Start date: 01st of January-2027

**Application process**

Interested? Then apply for this position by clicking on one of the links below:

Advertisement link: Talentech - Finance Coordinator

Direct application link: Talentech - Finance Coordinator - Application Form

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV only applications will not be considered**.

Applications close on 25th of November-2026

**Need further information?**

For further information about the Danish Refugee Council, please consult our website www.drc.org

**DRC as an employer**
By working in DRC, you will be joining a global workforce of around 6500 employees in around 35 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

**If you have questions or are facing problems with the online application process, please visit drc.ngo/jobsupport.**

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***Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.***

## About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position