
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programmes work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

Role Specific Information

The purpose of the Finance Technical Assistant position is to ensure proper day to day implementation of the Finance responsibilities and implement NRC's Financial Systems and Procedures.

Generic responsibilities

- Contribute to coordination with relevant suppliers, authorities and other stakeholders.
- Promote anti-corruption, transparency and cost efficiency focus in all processes.
- Prepare and submit periodic reports and plans as required.
- Ensure proper filing of all financial documents in all offices.
- Compliance and adherence to NRC policies, guidance and procedures
- Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Our Ideal Candidate:

Competencies are important in order for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

1. Professional competencies

These are skills, knowledge, qualifications and experience that are important for effective performance.

Generic professional competencies:

- At Least two-years' experience in a Finance Role Accountant, Cashier, Finance Assistant.
- Bachelor's degree in accounting, Business Administration or finance-related fields.
- Fluency in English, both written and verbal

Context-related skills, knowledge, and experience:

- Good Excel Skills.
- Knowledge of any accounting system will be an asset

2. Behavioural competencies

- Handling an insecure/changing environment
- Working with people

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- Communicating with impact and respect
 - Coping with change

What we offer:

- Duty station: Idlib, Syria.
- Contract: Till the end of June 2026. Renewal based on funding and performance.
- Salary/benefits: According to NRC's salary scale and terms and conditions

IMPORTANT Considerations:

- This position is open to **internal and External candidates**.
- Application deadline is **6 of December 2025**.
- Candidates who do not provide complete, detailed information in the online application form may not be considered.

To apply for this Vacancy, please copy the link below:

https://23109900.webcruiter.no/Main/Recruit/Public/5046263950?link_source_id=0