

Job Description

Title	Finance Officer
Location	Idleb, Syria
Travel	Regular field monitoring visits to RI-supported facilities in NWS Area

Relief International (RI) is an international non-profit organization that works alongside communities affected by conflict, climate change, and disasters to save lives, build resilience, and promote long-term health and well-being.

Our team of more than 6,000 staff and local volunteers operates across Africa, Asia, and the Middle East through programs focused on Health and Nutrition, Water, Sanitation and Hygiene (WASH), Education, and Livelihoods, which lay the foundations for community resilience.

To achieve this, we work with local actors to develop safe and inclusive, evidence-based programs that are conflict-sensitive, climate-adapted, and responsive to the needs of the communities we serve.

Relief International is a network of three organizations sharing a common mission: Relief International, Inc., Relief International-France, and Relief International-UK.

1. Job Profile

Primary responsibility of the Finance Officer is to ensure recording of expenses on daily basis, responsible for petty cash, ensure proper liquidation of advances, coordinate with program team for running cost, and provide day-to-day coordination and technical support to Finance Monitoring Assistants under the direction of the Finance Coordinator.

2. Key Responsibilities

Accountability and Complexity

Financial Operations & Compliance

- Check financial documents and transactions for completeness and compliance with established RI procedures and donor requirements, and escalate exceptions to the Finance Coordinator.
- Ensure the accuracy, completeness, and quality of supporting documentation for all financial transactions.

Payroll & Staff Payments

- Review and reconcile monthly incentives payroll, and related payment documentation for (HFs), (MMUs) and (WGSSs) using approved payroll records and established reconciliation procedures.
- Coordinate with the HR team to make Top Ups on our electronic salary system (GT) and ensure all the balances are accurate.
- Responsible of checking and validating cards, top-ups, balance reconciliations on Genius Tag system.
- Review direct staff payroll and timesheet in coordination with Finance Coordinator.
- Review and validate staff banking accounts information.
- Monitor distribution salaries for the direct staff and incentive and ensure the successful disbursement of payments through the (GT) electronic payment system, including reconciliation of disbursed amounts with the online payment platform records.

Accounting, Filing & Documentation

- Receive the approved transactions and record them on NetSuite System.
- Ensure all soft copy documents are appropriately uploaded to the SharePoint and records in NetSuite (NS) accounting system
- Ensure making daily and monthly reconciliation between cashbook and NS
- Ensure all original financial documents are properly filed and archived in accordance with RI policies and audit requirements.
- Maintain and update financial trackers, monitoring tools on SharePoint.

Cash & Treasury Management

- Prepare Maintain accurate cash records and ensure timely reconciliation following fund receipts and month end closures.
- Review cashbook, payment tracker, and cash counts done by Finance assistants.
- Responsible for following up with the banks for verifying accounts, requested transfers and bank reconciliations.
- Process/support cash exchanges USD to SYP in accordance with approved procedures and Finance Coordinator authorization.
- Prepare weekly payment forecasts and cash requirement plans in coordination with the Finance Coordinator and finance team.

Financial Monitoring & Field Support

- Coordinate field-monitoring activities and provide procedural support to Finance Monitoring Assistants under the direction of the Finance Coordinator to review all the supporting documentation of Running cost for RI HFs and perform supplier verification visits when required.
- Monitor expenditure, consumption reports, and inventory records, reporting any discrepancies or concerns to the Finance Coordinator.

Coordination and Support:

- Coordinate and Support finance staff, ensuring effective implementation of financial procedures.

- Support finance orientations and share procedural guidance with colleagues as requested by the Finance Coordinator.
- Prepare and submit regular financial monitoring reports and weekly activity reports to the Finance Coordinator.

Audit & Internal Control

- Support reconciliation of finance-related asset/inventory records with Supply Chain records as required.
- Monitor the effectiveness of financial controls and recommend corrective actions to address identified risks and compliance issues.

Asset & Inventory Oversight

- Monitor office assets, supplies, inventories, and project-related resources to ensure proper utilization, accountability, and recordkeeping in coordination with Supply Chain Team.

Financial Reporting Month-End & Year-End Closure

- Assist in the preparation of monthly, quarterly, and ad hoc financial reports for management and donors.
- Support month-end, year-end and donor financial closing processes, ensuring all transactions are recorded accurately and on time.

Other Duties

Perform any additional finance-related responsibilities assigned by the Finance Coordinator or Finance Manager to support organizational objectives and operational requirements.

3. Person Specification

Skills, knowledge and expertise required for the role.

Essential criteria

- A bachelor's degree in finance, Accounting, Business Administration, engineering, or a related field.
- Experience of at least 2 years in Finance department.
- Proficient with computer applications including but not limited to Microsoft Excel, Word, outlook, etc.
- Experience in double-entry accounting systems
- Professional-level oral and written fluency in Arabic and English.
- Willing to travel to field sites.

Desirable criteria

- Previous Experience with National or International health NGOs is preferred.
- good knowledge of excel
- Working experience with International NGOs or similar set-up.
- Good level in English language (reading, writing and speaking) .

- problem-solving skills and attention to detail
- have good Communication skills
- Ability to multi-task and work under pressure

RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as “Do No Harm,” Relief International Values:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability

How to apply

If you are interested, please follow the link below

<https://ri.bamboohr.com/careers/491>

Closing Date

October 25, 2026

Please note that the position might be filled before the deadline

As a humanitarian organization, Relief International is committed to the safeguarding of all those we come into contact with through our work. We are committed to the core humanitarian principles regarding prevention of sexual exploitation and abuse. Relief International expects all staff and volunteers to share this commitment and uphold the values and behaviors outlined in the Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references, and other pre-employment checks, which may include police and qualifications checks.