
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

1. Process day-to-day payment in cash and banks (suppliers, cash advances, staff etc.), ensuring all the supporting documents adhere to NRC Financial Regulations.
2. Manage and control travel advances of staff travelling in the region, ensuring all advances are properly cleared at the end of the month by providing the required support to NRC staff to handle travel claims.
3. Manage petty cash books and ensure daily recording of expenditures.
4. Perform daily cash counts, cash inventory at the end of the month.
5. Responsible for filing the vouchers and other financial documents in NRC's standard filing system and scanning all required documents in accordance with Compliance guidelines.
6. Follow up with money transfer agency to process the payment and transfer the fund to agent 's bank account or deposit in cash for cash advances to other Area Offices.
7. Monitor & track contract with multiple instalments and keep updated records of bid bonds & framework agreement report.
8. Verify LOE (letter of engagement) and process payment monthly.
9. Support Finance Coordinator during tender process.
10. Verify Competitive Bid Analysis (CBA) for competitive bid & closed tender and provide feedback on the analysis.
11. Prepare post backs monthly for cash/bank payments and follow up to obtain the required approval from budget holder.
12. Support Finance Coordinator during month end close/year end.
13. Monitoring daily exchange rates and sending reports to Country Office.
14. Support Finance Coordinator for any ad-hoc task/report.

Qualifications

- At Least 2 years' experience in a finance role as Accountant and Finance Assistant in local NGO or International NGO.
- Bachelor's degree in accounting, Business and Administration or finance-related fields.
- Proficiency in Arabic. Good level of English written and spoken.
- Good Excel Skills.
- Knowledge of any accounting system will be an asset.

Personal qualities

- Handling insecure environments
- Planning and delivering results
- Working with people
- Analyzing
- Communicating with impact and respect
- Coping with change

We can offer:

Duty station: NES (Qamishli) - Syria

Contract: Till the end of Dec 2026. Renewable, based on funding and performance.

Salary/benefits: Grade 4 of NRC's salary scale (NRC Grade profile)

NRC is an equal opportunity employer. We are committed to diversity without distinction to age, gender, religion, ethnicity, nationality, or physical ability.

We think outside the box, encourage ideas, and give responsibility to all employees at all levels. You will have many opportunities to be heard and take the initiative.

Candidates who do not provide complete and detailed information in the online application form may not be considered.

The application deadline is 10 July 2026.

Submit your application and CV in English, taking care to attach your latest CV.

Learn more about NRC's operations in Syria [here](#).

To apply for this Vacancy, please copy below link:

https://23109900.webcruiter.no/Main/Recruit/Public/5081338620?link_source_id=0