

Job Description

Title	Finance Monitoring Assistant - Menbij Office
Location	Aleppo, 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

As Finance Monitoring Assistant inside Syria will be responsible for support the review and monitoring of funds and financial documentation for all supported health facilities, for various donors, and to monitor overall financial transactions especially release of funds, expenditure, Utilization and consumption reports.

2. Key Responsibilities

- Support monitoring of financial documentation and agreed administrative practices at RI health facilities and protection sites.
- Make a regular weekly visits to our facilities and WGSS in NWS to review their latest running costs.
- Check original invoices against required documentation and support supplier verification visits in accordance with established procedures.
- Review running costs documents provided by program officers.
- Checking consumption reports against invoices and reporting any protentional variances to NWS Finance officer.
- Monitor and verify the receipt of goods and services at health facilities and WGSSs, ensuring compliance with supporting documentation requirements.
- Identify apparent discrepancies or missing documentation during field visits and escalate them to the Finance Officer.
- Follow up on findings and recommendations arising from field monitoring visits and Follow up on agreed actions as instructed by the Finance Officer.
- Assist in maintaining and organizing both electronic and hard-copy financial archives at NWS office as well as Monitor archiving and Filing process of all original invoices at RI facilities.
- support/check incentives , distribution in-direct/Direct staff salaries according to approved payroll lists and procedures.
- Support the monthly financial closing process by collecting, reviewing, and submitting complete financial documentation on time.
- Check payment supporting documents for completeness against the required checklist before submission to the Finance Officer.
- Maintain custody of the office petty cash fund and make daily payments for approved transactions and in accordance with established cash procedures to RI staff and suppliers.
- Receive the payments from Supply Chain team and prepare/update payment tracker.
- Record payment vouchers daily in the cash and bank sub-journals and later in the cashbook.
- Perform daily cash count and update status of bank book.
- Maintain the approved advance and prepayment tracking system and follow up outstanding clearances.
- Prepare photocopies and/or scans of vouchers and other supporting documents as required for the monthly reporting package to Country Finance.
- Any other finance-related duties as assigned by the direct supervisor.

Behavior and conduct

- Ensures that behavior inside and outside of work promotes the values in RI's code of conduct and safeguarding policies
- Acts with integrity and is a model for ethical conduct standards for other team members.
- Holds themselves accountable for being respectful, inclusive and professional in their behavior towards colleagues, partners, and communities.
- Reports any concerns

3. Person Specification

Skills, knowledge and expertise required for the role.

Essential criteria

- Minimum one year of relevant experience with national or international NGOs and a Bachelor's degree or a recognized two-year diploma (Institute Degree) in Accounting, Finance, Business Administration, or another relevant field. Candidates with other educational backgrounds combined with relevant professional experience will also be considered.
- Excellent Arabic language skills (written and spoken); capacity in English is an advantage.
- Proficiency in Microsoft Office package, especially Excel and Word, experience with specialized accounting software is an advantage,
- Interpersonal skills and a team player.
- Ability to work in a dynamic environment and to multi-task to meet deadlines.
- Hard-working, proactive, self-motivated and approaches work with energy and a positive, constructive attitude.
- Willingness to travel extensively to field locations.
- Demonstrated analytical skills and a problem-solving approach
- Make recommendations related to work procedures and implementation of management systems

Desirable criteria

- Additional Finance training or certifications.

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/493>

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.