



مؤسسة الأغا خان
AGA KHAN FOUNDATION

JOB OPPORTUNITY

The Aga Khan Development Network (AKDN) is a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, and the promotion of private-sector enterprise and the revitalization of historic cities. AKDN agencies conduct their programmes without regard to faith, origin, or gender.

The Aga Khan Foundation in Syria seeks to employ a full-time **Project Assistant- Cashier/ Continuing Education Center** for its office in Tartous.

JOB SUMMARY:

The Project Assistant/Cashier works closely with the Program Officer to handle financial transactions, maintain accurate records, and provide customer service within the CEC. This role involves handling payment processes such as fee collection, receipt issuance, and account reconciliation while ensuring compliance with AKF policies and accounting procedures. He/ she will also provide regular updates on progress and output achievements. The incumbent will report directly to the Program Officer.

ROLES AND RESPONSIBILITIES:

- Receive payments from learners, parents, and staff for various training-related fees.
- Count and verify cash, checks, and other forms of payment received, ensuring accuracy and adherence to established procedures.
- Prepare and issue receipts for payments received, recording transaction details, and maintaining proper documentation.
- Maintain accurate accounting records of all financial transactions, including deposits, withdrawals, and disbursements.
- Coordinate with the AKF Finance Officer to reconcile daily cash drawers and account balances, ensuring accuracy and prompt resolution of any discrepancies.
- Prepare daily, weekly, and monthly financial reports summarizing revenue, expenses, and account balances for review by CEC administration.
- Assist learners, parents, and staff with inquiries related to fees and payments courteously and professionally.
- Provide information on payment options, deadlines, and procedures, ensuring clarity and understanding for all stakeholders.
- Assist with administrative tasks, such as filing, copying, scanning, and organizing documents related to financial transactions and records.
- Collaborate with other CEC staff members, including administrators and instructors, to coordinate financial activities and support centre operations.
- Engage in induction sessions and participate in activities related to new initiatives or plans within CEC project to remain informed about updates to CEC policies, procedures, and software systems.
- Ensure compliance with AKF policies, accounting principles, and legal regulations governing financial transactions and cash handling.
- Safeguard cash, checks, and other valuables by following security protocols, locking cash drawers, and maintaining confidentiality of financial information.
- Assist the Project Officer in preparing the detailed work plans and budgets for the CEC Project.

- Work closely with Finance and Operations departments in order to purchase and store all project inputs.
- Undertake all arrangements and operations necessary for the best distribution of project assistance provided by AKF. Mechanisms should be put to meet global standards of excellence.
- Prepare progress reports for submission to the Project Coordinator within agreed-upon time frames and formats.

QUALIFICATIONS AND REQUIREMENTS

- The applicant must have a Bachelor's degree in Economics, Accounting, Business Administration, or a related field.
- Two years of experience in cash handling, customer service, or administrative support roles.
- Collaborative approach with accuracy and attention to detail.
- Good organizational and time management skills.
- Excellent communication, teamwork, problem-solving and interpersonal skills.
- Strong command of English skills (written and spoken).
- Good in using financial software and MS Office and tools for efficient project coordination

Safeguarding Commitments:

AKF is committed to maintaining the highest standard of ethical behaviour among its staff, representatives, and partners to make sure of do no harm of the beneficiaries and whom dealing with. In line with this commitment; the incumbent to this position must adhere to the AKF Code of Conduct and the relevant Safeguarding policies.

Interested male and female applicants are required to apply exclusively via this [Link](#)

Deadline for applications submission is Wednesday, April 22nd 2026.

Only shortlisted candidates will be contacted

