

TERM OF REFERENCE

AREA FINANCE-HR- LIAISON ASSISTANT

ABOUT ACTED

ACTED is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. The commitment of ACTED and that of our teams is guided by 4 core values: (1) Responsibility: we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us. (2) Impact: we are committed to having the most sustainable impact for the communities and the people with whom we engage. (3) Enterprising-spirit: we are enterprising and engage in our work with a spirit that creates value and overcomes challenges. (4) Inspiration: we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions, and advocacy.

ACTED's Greening Strategy

ACTED's greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often those most affected by the deepening environmental crisis. Each ACTED employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes

ACTED PSEAH Policy:

Acted staff has the responsibility to adhere and commit to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment) always. He/she should ensure that staff under his/her supervision/management understand and comply with ACTED PSEAH policy and have completed the mandatory trainings on the Code of Conduct and the PSEAH Policy. He/she should promote an environment to help prevent sexual harassment, exploitation, and abuse both at the office and in the field and report any misconducts or SEAH issues appropriately according to ACTED's procedures.

LOCATION: Syria – Deraa

START DATE: ASAP

JOB PURPOSE

The Finance /HR Assistant will provide effective support in finance, human resources, and administrative liaison functions, ensuring compliance with ACTED policies and procedures. The position facilitates coordination with local authorities, partners, and stakeholders while maintaining accurate financial and HR records. It contributes to the smooth and efficient implementation of ACTED's operations and projects in Deraa.

CHAIN OF COMMAND

Under the authority of:
Daraa Area Coordinator.
Line Management:

WORKING RELATIONS



Cleaner	<u>Internal: FLATS Departments</u> <u>External: Government Ministries, Lawyer other suppliers</u>
<u>DUTIES AND RESPONSIBILITIES</u> <i>Finance Responsibilities:</i> • Conduct thorough checks on supporting documents to ensure they comply with Acted thresholds and procedures, considering the project's duration and liquidation requirements. • Facilitate supplier payments in cash, either through MTA or direct cash payment, ensuring all documentation is complete. • Ensure receipt and retention of proof of payment; obtain a signed summary of distribution when payments are processed through MTA. • Regularly monitoring of field office running cost advances and returns. • Track cash balance according to needs and allowed limits. Ensure sufficient cash in the safe to facilitate payments, advances and security envelope. • Count and validate cash against the cash book weekly, and monthly before submitting for approval to the Finance Supervisor for monthly closure; report any variances in due time to coordination • Make sure all payment and related documentation are scanned and archived as per Acted internal standards. <i>HR & Administration Responsibilities:</i> • Manage administrative resources (stationery, office supplies) and ensure stock is maintained and reordered as needed. • Coordinate office maintenance and repairs with the logistics department. • Ensure all HR and admin documents are properly filed (both digitally and physically) and that records are up to date. • Maintain the Admin Server and ensure document security and confidentiality. • Submit order forms (purchase requests) as requested and when needed. • Prepare contact lists, table of authorized signatures and world directory monthly. • Issue Order of Mission & ID Cards for staff when needed. • Manage the full cycle of onboarding for new staff, including preparation of welcome emails, the regular induction schedules, and personal document collection. • Ensure proper offboarding processes are followed, including exit interviews, clearance forms, and issuance of experience letters, etc. • Draft official correspondence such as employment letters, bank letters, and other HR-related documents. • Regularly update the Mailing List and prepare monthly headcount reports for security and management purposes. • Any other relevant HR or Admin related task requested by line manager or the senior management. <i>Security Responsibilities</i> • Assist the CSM with incident management related to all staff/premises/assets in Daraa, assistance will be required whilst the CSM might be on task in other areas across Syria. • Assist the CSM with ad-hoc tasks related to staff/premises in Daraa when required. • Assist the CSM with potential interventions in Daraa and Sweida. Act as the link to relevant role players in the area. <i>Liaison Responsibilities:</i> • Prepare and submit official documents and governmental letters • Coordinate appointments and communications between senior management and government authorities.	



- Under the request of the line manager, support the program team in obtaining the required approvals of project implementation / assessments.
- Under the request from line manager, support in providing regular progress reports to related stakeholders.
- Based on request from Coordination, Represent ACTED in coordination meetings in the area.

Confidentiality and Transparency :

The Finance – HR- Liaison Assistant acknowledges that all information, records, documents, data, reports, correspondence, translations, and materials accessed, received, created, or processed in connection with the services are strictly confidential and remain the sole property of Acted. He/she shall not, under any circumstances, disclose, copy, reproduce, distribute, store, transmit, publish, or use such information for any purpose other than the performance of the services without Acted's prior written authorization. This confidentiality obligation shall survive the completion, expiry, or termination of the engagement indefinitely. Any violation of this provision shall constitute a material breach of the agreement and entitled Acted to immediately terminate the engagement and pursue all available legal remedies, including compensation for damages and injunctive relief.

KEY PERFORMANCE INDICATORS (KPIs)

- Number of cash count matching
- % of scanned documentation archived and sent on time (monthly paid)
- % of payment done within the timing of the signed contract
- Amount of advances is still open on a monthly basis
- Communication and collaboration with internal and external
- High accuracy in onboarding and offboarding processes.
- Positive feedback from internal departments and external stakeholders on liaison and administrative support.

QUALIFICATIONS and Requirements :

- Bachelor's degree in Finance, Business Administration, Management, or a related field.
- Minimum 6 Months of experience in HR and administrative roles, ideally within an INGO or international setting.
- Experience in liaising with government offices and legal entities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Familiarity with HR software (HOMERE) is an advantage.
- Fluent in English and Arabic (both written and spoken).
- Strong organizational and time-management skills with the ability to prioritize multiple tasks.
- Excellent interpersonal and communication skills for working with diverse teams.
- Ability to work under pressure in a fast-paced environment.
- strong attention to detail and analytical skills.

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form.

[AREA FINANCE-HR- LIAISON ASSISTANT - Daraa 04.10.2026 – Fill in form](#)

