



Finance Officer - Partnerships

Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunities for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC Syria

DRC has been operating in Syria since 2008, initially responding to the Iraqi refugee crisis before pivoting to a full-scale response to the Syria crisis from 2011 onwards. Our work encompasses the full cycle of displacement—responding to **life-saving humanitarian needs** and supporting community recovery until **durable solutions can be achieved**. DRC Syria takes an area-based approach to



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 **APPLY FOR POSITION**

Application due:
7/7/2026

Workplace:
Damascus

Department/Country:
Syria

Contract type:

supporting internally displaced persons (IDPs), returnees, and host communities across our key sectors: Economic Recovery and Resilience, Protection, WASH, Shelter and Infrastructure, and Humanitarian Disarmament and Peacebuilding (including Humanitarian Mine Action).

With an established rapid response mechanism, DRC can **rapidly respond to emerging crises and shocks** to meet **acute emergency needs**. Recognizing the significant need for **early recovery and resilience programming** to ensure dignified, sustainable, and cost-effective solutions for fragile communities, DRC's programmes foster resilience for individuals and communities in situations of protracted displacement and during the initial stages of post-conflict recovery, towards a **durable solution of their choice**. With active portfolios in the neighboring countries of Jordan, Lebanon, Türkiye and Iraq, DRC offers a **cross-border, regional response** to the Syria crisis, through cross-border protection monitoring, advocacy, and trends analysis.

About the job:

Reporting to the Finance Manager, the Finance Officer – Partnerships will work in close coordination with the Partnerships Department on all partner-related financial management, compliance, audit coordination, and finance operations within DRC

Syria. The role focuses on reviewing partner financial reports and budgets, conducting partner financial monitoring visits and spot checks, financial due diligence assessments, supporting partner capacity strengthening, and ensuring compliance with DRC and donor financial procedures.

The position also plays a key operational role in project audits, including collecting, organizing, reviewing, and coordinating supporting documentation across Finance, HR, Supply Chain, Administration, Programme, and other departments to ensure audit readiness and the completeness of records. The Finance Officer will support the overall audit process and perform the operational and coordination-related aspects of audits, while higher-level technical oversight and audit management remain under the responsibility of the Finance Specialist and Finance Manager.

In addition, the role supports month-end closure activities, including ensuring timely registration and processing of expenses, and is responsible for processing statutory payments such as tax and social insurance in compliance with local regulations.

The Finance Officer is expected to work closely with partners, multiple departments and Area Offices to ensure strong financial controls, compliance, proper documentation, and timely processing of financial activities.

Responsibilities:

Partnership Financial Management and Compliance

- Review partner financial reports and supporting documentation to ensure accuracy, completeness, and compliance with donor and DRC requirements.
- In coordination with the finance manager and partnership coordinator, review partner budgets when submission, budget revisions, and realignments to ensure compliance with donor and DRC requirements.
- Participate in partner financial due diligence assessments and support the development and follow-up of risk mitigation plans.
- Review partner payment requests and liquidation documentation and provide recommendations prior to processing.
- Support financial close-out processes for partnerships, including final financial report review, asset verification, and reconciliation of outstanding balances.
- Conduct partner financial monitoring visits, spot checks, and compliance reviews.
- Follow up on identified issues and support implementation of corrective actions.
- Support financial capacity building of partners through training, coaching, and day-to-day guidance.
- Coordinate with Programme and Partnerships teams regarding partner financial compliance matters.
- Maintain organized audit files and ensure audit documentation is properly archived and readily accessible.
- Support the coordination and management of project audits, track audit findings and management actions and support timely implementation of agreed corrective measures.
- Coordinate with Finance, HR, Supply Chain, Administration, and Programme teams to ensure completeness and availability of supporting documentation.
- Prepare audit schedules, reconciliations, and supporting files as required.
- Follow up on audit requests and ensure timely submission of documentation.

National contract

Homepage:
drc.ngo

ABOUT DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In around 30 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

- Support implementation and follow-up of audit recommendations.

Finance Operations and Month-End Closure

- Support month-end closure activities and ensure expenses are accurately recorded within the required timelines.
- Monitor outstanding advances, accruals, and partner balances and support timely reconciliation and clearance.
- Process and verify financial transactions and supporting documents in accordance with DRC procedures.
- Ensure completeness and accuracy of accounting documentation.
- Support reconciliations and follow-up on pending financial transactions.

Statutory Compliance

- Prepare and process tax and social insurance payments in compliance with local regulations.
- Maintain proper documentation related to statutory payments and filings.
- Coordinate with HR and relevant authorities on statutory compliance matters.

Other

- Ensure compliance with DRC operational handbook, finance procedures, and donor requirements.
- Ensure adherence to DRC's Code of Conduct and safeguarding policies.
- Perform other relevant tasks as requested by the Finance Manager.

Experience:

- Minimum 2–3 years of relevant finance experience, preferably within NGOs or INGOs.
- Experience in partner financial management and compliance review.
- Experience supporting audits and donor compliance processes.
- Experience in accounting, month-end closure, and financial documentation.
- Good understanding of statutory requirements including tax and social insurance processes.
- Strong Excel skills and good knowledge of financial systems.
- Strong attention to detail and organizational skills.
- Ability to manage multiple tasks and meet deadlines.
- Good communication and coordination skills.

Education:

- University degree in Finance, Accounting, Business Administration, or related field.
- Professional accounting qualification is an advantage.

Languages

- Full professional proficiency in English;
- Fluency in Arabic.

In this position, you are expected to demonstrate DRC's five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

We offer:

Contract length: Six months (Extension based on performance and funds)

Level: Non-Management H1

Location: Syria – Damascus (with travel and field visits to partner locations as required)

Expected Start date: 01 August 2026

Application process:

Interested? Then apply for this position here: [Talentech - Finance Officer - Partnerships - Application Form](#)

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in the same language as this vacancy note. **CV only applications will not be considered.**

Applications close **07 July 2026**

Need further information?

For further information about the Danish Refugee Council, please consult our website www.drc.org

DRC as an employer

By working in DRC, you will be joining a global workforce of around 6000 employees in approximately 30 countries. We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/jobssupport.

Danish Refugee Council is an equal opportunity employer and we consider all applicants based on individual merit and qualifications, regardless of personal characteristics or attributes. We are committed to increasing the diversity of our workforce, aiming for a 50% balance of men and women in management roles and ensuring that at least 50% of management roles are filled by national staff. We recognize that a diverse and inclusive team is crucial for achieving our organizational goals and making a positive impact on the communities we serve.

Apply for position

