Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Finance Assistant (Re-advertised).

Contract type: Full-time.

Duty Station: Syria /Qamishli.

Number of Vacancies: 1.

Application Closing Date: November 10, 2026, till 4:00 PM.

JOB SUMMARY

Responsible for providing support to finance and other team members in various finance and accounting tasks. The Finance Assistant will assist in areas such as budgeting, financial reporting, and general ledger management.

The level of work performed may vary depending on the complexity of the country portfolio, as to the number of influencing factors and their interdependencies. Some of the factors affecting complexity may be size of country program (USD value and number of projects), variety of donors, interdependence and interrelations of projects, number of field sites, stakeholders, resources, country context, etc.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

Accounting and Finance Management

- Assist in the preparation of financial reports, including monthly and annual financial statements, variance analysis, and ad-hoc reports as required.
- Assist in processing invoices, expenses, and payments
- Process and reconcile accounts payable and receivable transactions in a timely and accurate manner. Update and maintain analysis of accounts payables and accounts receivables, in consideration of the maintenance of staff advances.
- Prepare and process journal entries and general ledger entries.
- Update and maintain transactions journals with real time updates to Cost Point. Complete the monthly closing operation of the cash accounts after validation of Finance Officer
- Ensure that all vouchers are scanned and uploaded into IMC Share file for Supervisor review and internal audit purposes.
- Ensure cash accounts are reconciled daily; conduct daily cash count in the presence of Finance Officer or Finance Manager. Prepare and update the Daily Cash position in International Medical Corps TMS
- Assist in the preparation and monitoring of budgets
- Maintain accurate and up-to-date financial records, including filing, archiving financial documents and retrieval of finance documents. Ensure documents are properly filed, stamped and available on a monthly scanning
- Support other team members in day-to-day finance and accounting tasks as required.
- Collaborate with other departments to ensure accurate and timely completion of financial transactions and reports.
- Participate in ad-hoc projects as assigned by the Finance Manager.

- Account for procurement transactions to ensure adequate supporting documentation, accuracy, and control over payments. Coordinate with Logistics department, as applicable.

Working Relationships

- Maintain frequent communication with Finance Officer to ensure finance activities and objectives are communicated
- Work with program and logistics staff to ensure the coordination of programs are within budgeted targets

Representation

- Participate in the production of reports and ensure the timeliness and accuracy of information provided, as well ensuring confidentiality of sensitive information;
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organization's Code of Conduct, ethics, values, and standpoint regarding internal and external actors.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a 4-year University degree in Accounting or Business administration. Equivalent combination of relevant education and experience may be substituted as appropriate
- Typically, minimum 1 years' experience in the humanitarian sector
- Knowledge of accounting principles; experience with Generally Accepted Accounting Principles desired.
- Proficiency with MS Word and Excel. Experience in working with computerized accounting systems, preferably ERP systems (Costpoint), is a plus
- Experience of working within a large departmental team.
- Ability to carry out responsibilities independently with minimal technical support from within the organization.
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- Ability to work in harsh conditions, often in remote areas.
- Some records of experience with donors (especially: USAID, OFDA, ECHO, DFID, BPRM, UN-Agencies) specific procedures is a plus
- Good communication skills; ability to coordinate work with others, work under pressure of tight and conflicting deadlines and handle concurrent activities.
- Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment.
- Can function effectively in a loosely structured work environment and to set appropriate priorities and deal effectively with numerous simultaneous requirements
- Fluency in English, written and oral is required. Additional ability to read, write and interpret, technical and non-technical in another language may be required according to post position and official country language, such as French and Arabic.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a

safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.
International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.
If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com
Please do not submit your CV or application to this website; it will not be considered for review.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY.
This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

➢ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

Re-advertise-Finance Assistant-Qamishli-FA10112026

Alternatively, scan the following QR code by your mobile camera: