



## Job description – Finance and Administration Senior Officer

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<b>Organization Name</b>	Syrians for Truth and Justice <a href="http://www.stj-sy.org">www.stj-sy.org</a>
<b>Job title</b>	Finance and Administration Senior Officer
<b>Type of contract</b>	<ul style="list-style-type: none"> <li>● Full Time (GMT+2)</li> <li>● Duration: 16 Months with <b>possible</b> two Months extension</li> <li>● Availability: As soon as possible.</li> </ul>
<b>Location</b>	Remotely.
<b>Reporting to</b>	Financial & Administrative Manager and Executive Director

### Background

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Syrians for Truth and Justice (STJ) started as an idea in a co-founder's mind while attending the U.S. Middle-East Partnership Initiative's (MEPI) Leaders for Democracy Fellowship program (LDF) in 2015. The idea became a reality and flourished into an independent, non-profit, impartial, non-governmental human rights organization.

STJ's beginnings were more than humble; initially, it only reported stories of Syrians who experienced arbitrary arrest, enforced disappearance, or torture. Planted in fertile soil, the seed of this project grew into an established human rights organization licensed in the Middle East and the European Union. STJ today undertakes to detect and uncover violations of all types committed in all Syrian parts by the various parties to the conflict.

### Department purpose

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- Coordinate the communication between the organization and the main donors of the organization.
- Drafting employment contracts, protocols, memorandums of understanding, and internal memos in compliance with legal requirements.
- Ensure the efficiency of the organization's human resources management.

- Drafting and updating association procedures and policies to ensure their relevance and efficiency.
- Providing support and guidance to employees and consultants regarding financial and administrative matters.
- Managing the payrolls and the organization's expenses.
- Ensure the timely and accurate execution of bank transfers & internal reporting.
- Conducting the reporting to several donors (financial reports and participation in narrative reports in collaboration with the project manager & Fundraising team).
- Actively contribute to the efficient management of the project budget in collaboration with the financial manager.

### **Main responsibilities**

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1. Guarantee the proper running of all financial aspects of the attributed projects.
2. Actively manage the archiving & filing system with the organization.
3. Manage the project budget, financial reports, and administrative records.
4. Monitor and record expenditures for payments and other day-to-day transactions.
5. Ensure compliance of financial and administrative documents with donor requirements & local regulations in coordination with the Finance and Admin Manager.
6. Coordinate audit process with external auditors.
7. Develop, and update the organization's processes, policies & standard operating procedures.
8. Issue and follow up on employment and consultancy contracts and other administrative documents.

### **Requirements**

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- Bachelor's degree in accounting, Business Management, Finance, or a related field.
- Minimum of one to three years experience in a similar role in the NGO sector.
- General understanding of the NGO regulations doing business in France & Europe.
- Familiarity with the French administrative system.
- Proficient in English & Arabic (reading, speaking, and writing).
- High ability to communicate and build relationships with various parties.
- Good administrative and interpersonal skills.
- Ability to legally work in the place of residency.
- Ability and willingness to work in a small team without direct supervision if required.
- Ability to meet sharp deadlines and coordinate the timeline with organizations' partners.

## Desirable

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- Commitment to and awareness of the Syrian context & the human rights NGOs operating in Syria.
- Very good command of French is a plus.
- Based in France.

## How to apply

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- Send an email with subject: Finance and Administration Senior Officer- May 2024 to [careers@stj-sy.org](mailto:careers@stj-sy.org) by the 14th of May 2024 with the following requirements:
    - Up-to date resume.
    - Cover letter.
    - 2 References.
    - Expected salary.
    - Desired type of contract (Employment/ Consultancy).
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