



## Terms of Reference

<b>Organization</b>	Syrians for Truth and Justice - STJ
<b>Position Title</b>	Finance & Admin Senior Officer
<b>Reporting Line</b>	Finance Manager
<b>Location</b>	Eu countries &/or Implementation country (Middle east)

### 1. Objectives:

The Finance & Admin Officer is responsible for the day-to-day financial operations, budgeting, accounting, and administrative support for the CVJ office. The officer will ensure that all financial activities are accurately recorded, properly documented, and comply with both internal policies and donor requirements.

### 2. Scope of Work:

The Finance and Admin Officer will manage financial operations, including payroll, cash flow, and reporting, ensuring compliance with donor regulations. They will also support project partners and sub-grantees in adhering to financial policies and assist in audits and financial documentation.

The scope of work of the Finance & Admin Officer includes the following:

#### ➤ Logistic Tasks:

- Collect quotations where applicable, and run the entire procurement/service process
- Service provider relationship management: Organizing and following up on logistics and administration relationships with service providers and contractors.
- Manage travel Logistics arrangements (transportation and accommodation bookings and other required logistics arrangements)
- Draft required logistics policies, procedures and templates.

#### ➤ Financial Tasks:

- a. Fin/HR task
  - Employee timesheets review and payroll management
- b. Cash Management:
  - Manage the organisation's cashbook, bankbook and cash flow
  - Process and follow up payments

- Preparing and collecting signatures for the proof of payment
  - Manage cash advances including submission of required documentation, financial review, and successful reconciliation of advances.
  - Update trackers such as payment tracker (financial obligations), installment tracker
  - Update the bank statement and ensure all transactions are sub/referenced
  - Coordinate with money transfer agencies for the process of payments and prepare required documentation.
  - Coordinate with banks for the process of payments and prepare required documentation.
- c. Follow up, documents review and Archiving:
- Keep close follow up with CVJ staff and conduct daily meetings when required
  - Attend weekly meetings with each project staff and discuss the updates
  - Provide financial review for invoices and other procurement/services, travel and HR documents
  - Collecting, archiving, and sending receipts and invoices to the legal accountant and relevant parties.
  - Maintain an effective filing system to ensure transparency and compliance for financial record
- d. Partners financial management and follow up:
- Review financial reports of sub-grantees and ensure the documents meet donors' regulations
  - Efficient budget management in coordination with FM.
  - Provide guidance for partners on financial matters
  - Provide training to the financial and administrative team of Sub-grantees to ensure their understanding and adherence to the uniform administrative requirements, cost principles, and audit requirements under 2.C.F.R-200 and 2.C.F.R-600 & other donors requirements.
  - Follow up and coordinate partners payments, including relevant documentation such as milestone completion document, exchange rate certification, transfer request and other relevant documentation
  - Attend weekly meetings with partners and maintain effective communication and diligent follow-up with project partners to ensure adherence to the organisation's approved documentation reporting standards.
- e. Accounting system update:
- Work on Accounting system Asso connect and all relevant tasks
- f. Financial policies and procedures
- Draft required financial policies, procedures and templates.

- Translate policies, procedures and templates
- g. Financial reporting and donor compliance
  - Financial Reporting and Analysis: Draft financial reports to donors, including financial performance analysis.
  - Ensure compliance with donor requirements and contribute to effective financial control procedures.
- h. Audit preparation support:
  - Prepare audit supporting files, facilitate external audits as required
  - Conduct audits of the financial records of Sub-grantees in case of suspected fraud or irregularities, and report actions in cases of identified fraud or non-compliance to the finance and program managers.
- i. Miscellaneous Tasks:
  - Help in any other financial and administrative matter or task requested by the superiors

### 3. Expected Outputs :

The Finance and Admin Officer is responsible for managing financial and administrative tasks, ensuring compliance, and maintaining transparent, organized systems for effective project operations. The expected outputs of the Finance & Admin Officer include the following:

- Well-structured contracts and agreements in compliance with the organisation's legal requirements for the joint project with partner organisations.
- Efficient collection and archiving of project receipts and invoices and maintaining the financial records are transparently which facilitates accountability.
- Accurate financial reports for donors' compliance with reporting guidelines and demonstrating financial transparency.
- Active management of financial and administrative relationships with service providers and contractors, promoting smooth project operations.
- Comprehensive financial performance analyses of financial controls aligned with donor requirements.
- Efficient and transparent filing system and complied with financial records, ensuring efficient record-keeping.
- Well maintained audit supporting files so that external audits are facilitated as required, and project's financial integrity is ensured.
- All necessary procedures and policies are developed, and project efficiency and compliance are enhanced with relevant regulations and guidelines.
- The project's cashbook, payroll, and cash flow are well managed, updated and organised ensuring proper financial management.

- All documents and reports issued to the project, including partners' reports and documentation, are subject to the standards and procedures approved by the organisation and meet donor requirements.

#### 4. Institutional Arrangement:

##### Role of the Finance & Admin Officer

- The Finance & Admin Officer is responsible to provide their technical expertise to produce the expected outputs;
- The Finance & Admin Officer shall report on and submit the above deliverables under this assignment to the assigned person, Finance Manager

##### Role of the CVJ focal point/team

- Access to the Organisation's email account, database, and folders.
- Access to the network as already established.
- Guidance and support for the conception of the strategy.
- Guidance and support for program development.

#### 5. Qualifications for the Individual Contractor:

<b>Qualification</b>	A Bachelor's degree in Accounting, Finance, Business Administration, or a related field. A Master's degree is a plus.
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>● At least two years of relevant experience in finance and administration, preferably in the NGO, human rights, or international development sectors.</li> <li>● Proven experience in managing financial operations, including cash flow, payroll, and financial reporting.</li> <li>● Proven track record of managing financial documents and ensuring compliance with donor requirements and organizational policies.</li> </ul>
<b>Language</b>	Fluency in Arabic and English
<b>Legalities</b>	<ul style="list-style-type: none"> <li>● Legal eligibility to work in the country of residence.</li> <li>● No involvement, engagement, or encouragement of any violent activities or military actions during the Syrian conflict</li> </ul>
<b>Contextual Knowledge</b>	<ul style="list-style-type: none"> <li>● Comprehensive and in-depth knowledge of the Syrian context, its key stakeholders, and the developments of the Syrian conflict.</li> </ul>

<b>Other Competencies</b>	<ul style="list-style-type: none"> <li>● Familiarity with financial policies, audit procedures, Donor regulations, partners' financial management, and best practices for financial record-keeping and reporting.</li> <li>● Excellent organizational skills, attention to detail, and ability to manage multiple tasks simultaneously.</li> <li>● Proficiency in Microsoft Office and related software</li> </ul>
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## 6. Reporting Lines:

The Finance & Admin Officer will work under the direct supervision of the Finance Manager. The Finance Manager will supervise activities of the Finance & Admin Officer, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated results.

## 7. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor:

Technical Evaluation Criteria	Obtainable Score
<b>Qualification</b>	
A Bachelor's degree in Accounting, Finance, Business Administration, or a related field. A Master's degree is a plus.	30%
<b>Experience</b>	
At least two years of relevant experience in finance and administration, preferably in the NGO, human rights, or international development sectors.	30%
Proven experience in managing financial operations, including cash flow, payroll, partners' financial management, and financial reporting.	20%
Proven track record of managing financial documents and ensuring compliance with donor requirements and organizational policies.	10%
Comprehensive and in-depth knowledge of the Syrian context, its key stakeholders, and the developments of the Syrian conflict.	10%
<b>Total Obtainable Score</b>	<b>100%</b>

## 8. How to apply?

- Send your application to [careers@stj-sy.org](mailto:careers@stj-sy.org) by March 31, 2025, including:
  - ✓ An updated CV.
  - ✓ A cover letter.
  - ✓ Two recent references (most up-to-date).