



## VACANCY

### Finance and Admin Officer NES (North East Syria)

**Position Title:** Finance and Admin Officer NES (North East Syria)

**Location:** Rome

**Type of Contract:** CO.CO.CO.

**Period:** 12 months with possible renewal

**Report to:** NES Administration and Logistics Coordinator

**Coordination:** Administration, Compliance and Logistics Desk Officers, Head of Admin Department, NES Country Admin

**Closing date of the vacancy:** 01/12/2024 (evaluation on a rolling basis)

#### Context Presentation:

Un Ponte Per ETS (UPP) is an international humanitarian organization, with Headquarters in Italy. Originally named Un Ponte Per Baghdad (A Bridge to Baghdad), the association became Un Ponte Per after the extension of its work to other Mediterranean countries. UPP ETS is currently active in Iraq, Syria, Jordan, Lebanon, Palestine, Serbia, Kosovo, Tunisia, and Ukraine alongside civil society organizations, with a strong localization approach. UPP strongly rejects war as a solution to international and national conflicts. It exerts relentless efforts with the ultimate objective of preventing armed conflicts and developing more equal and peaceful coexistence. The NGO acts through awareness campaigns, cultural exchanges, humanitarian and development projects, peacebuilding programs, and the creation of social justice networks. In Italy and in Europe, UPP works to promote peace and disarmament, human rights, refugees and migrants' inclusion, and ecological transition. In Jordan, it has been active since 2005 with a strong focus on the protection of women and girls, refugees, and people with disabilities (PWDs). For further information, please refer to our website: [www.unponteper.it/en/](http://www.unponteper.it/en/)

#### Key Duties and Responsibilities:

##### Role and Responsibilities:

As part of the Programs in NES, North East Syria, the Finance and Admin Officer works with the Program Finance and Compliance department and specifically with the NES unit to monitor, record and audit expenditures related to projects implemented in the country. The Finance and Admin Officer will specifically have the role of:

- Monitoring, managing and recording in first note of expenses made in HQ for projects in NES;
- Supporting the NES Administration, Logistics and Compliance Coordinator in monitoring coverage for expatriate and HQ staff dedicated to NES;

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**Un Ponte Per ETS | UPP – Humanitarian Organization – NGO**

**Headquarters:** Via Angelo Poliziano n° 18-20-22, 00184 Rome – Italy

ph. +390644702906 - [info@unponteper.it](mailto:info@unponteper.it) - [www.unponteper.it](http://www.unponteper.it)

ETS: RUNTS rep. n. 128584 - NGO: AICS Decree n° 2016/337/000281/5 – VAT n°: IT 04734481007

IBAN: IT 09 T 05018 03200 0000 11007903 - BIC SWIFT: ETICIT22



- Supporting the NES Administration, Logistics and Compliance Coordinator in monitoring accounting for NES projects and project partners in NES;
- Verification of expenditure records in the accounting system for projects in NES
- Monitoring trackers related to logistics purchases (Procurement Plan) to ensure that expenditures are included in project cashbooks and BFU (Budget Forecast Update);
- Verification of accounting supporting documents supporting.
- Support in conducting audits and spot checks and financial reports to the NES Administration, Logistics and Compliance Coordinator.
- Support local and international administrators on projects in case of discrepancies between Procurement Plan and recording in Cashbooks and BFUs.
- Conduct regular monitoring and training missions to the NES projects and Dohuk office.

#### **Requirements**

- Master's degree in economics or political science
- Minimum of two years of experience gained in humanitarian organizations in administrative, finance roles
- Excellent knowledge of accounting principles
- Good experience in reporting and monitoring project expenditures
- Proven experience in main donors funded project (EU, UN, USAID, AICS, CDCS etc.).
- Effective financial management skills and knowledge of finance systems and procedures
- Experience in working in coordination with local partners and into a consortium program.
- Proficiency in the use of the Microsoft office package particularly Excel
- Organizational skills and ability to manage own timelines and meet deadlines
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Ability to analyze, synthesize and be precise
- Excellent knowledge of English and Italian

#### **DESIRABLE REQUIREMENTS:**

- Knowledge of the Western Asia context and relevant local actors.
- Knowledge of Arabic is an asset.

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## OTHER REQUIREMENTS:

Un Ponte Per ETS is an International NGO committed to diversity and inclusion within its teams, in line with the principle of non-discrimination. UPP encourages all candidates irrespective of gender, religion and ethnicity, including persons with disabilities to apply and become part of the organization.

### ***Ethical Conduct***

*UPP ETS upholds all the minimum standards in terms of Ethical Conduct and strives to increase its standards over the minimum. **Zero tolerance** is reserved for Sexual Abuse and Exploitation and for Child Abuse, Violence, Harm, Injury, and Negligence. By applying, any candidate assures that s/he has never breached any standard in terms of SEA and Child Safeguarding and that s/he will not in the future. For the protection of beneficiaries, communities, and partners, UPP will conduct extensive reference checks and vetting on shortlisted candidates, as well as over the contacts indicated by the candidate. Candidates are alerted that the required background check might compromise their privacy. Shortlisted candidates shall promptly provide an up-to-date criminal background check.*

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All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Un Ponte Per ETS also participates in the Inter-Agency [Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, the job applicant confirms his/her understanding of these recruitment procedures.

**HOW TO APPLY:** Interested candidates are invited to submit a detailed **CV (PDF format)** with the *authorization to use and process data on the basis of the EU Regulation 2016/679 – GDPR*, and a **brief cover letter (PDF format)** that includes the contact information for **three Professional References** (relevant and recent) to: [vacancy@unponteper.it](mailto:vacancy@unponteper.it).

The CV needs to contain also the following authorization: *“I, the undersigned (Name and Surname) authorise Un Ponte Per to use and process data on the base of the EU Regulation 2016/679 – GDPR, and to use my data for the vetting procedure.”*

Please reference **“Finance and Admin Officer NES - Name Surname”** in the subject line of your email application and name the files attached to your application as surname\_name\_CV, surname\_name\_CL, etc.

Be informed that UPP screens prospective colleagues through anti-terrorism/anti-money-laundering/anti-corruption/anti-fraud sanctions lists before a job offer.

Only shortlisted candidates will be contacted.