

## Terms of Reference: Finance Expert

<b>Title of Assignment</b>	<b>Finance Expert</b>	
<b>Location</b>	Berlin	
<b>Duration</b>	8 months (total of 20 work days)	
	<b>From:</b> August, 2025	<b>To:</b> March, 2025

DUDERI is a Syrian civil society organization, Arab-Kurdish, registered in Berlin. We work in Syria to promote diversity and tolerance and build effective partnerships with local and international stakeholders.

In cooperation with Euromed Feminist Initiative (EFI), Duderer is implementing the project “Building a Shared Vision of Citizenship: Promoting Diversity and Social Inclusion in Syria’s Transition”, which aims to organize inclusive, locally led social dialogues that contribute to a more legitimate and peaceful political transition in Syria by strengthening recognition of diversity, promoting social inclusion, and supporting the emergence of a shared vision of equal citizenship.

In the frame of the project “Building a Shared Vision of Citizenship: Promoting Diversity and Social Inclusion in Syria’s Transition”, Duderer is seeking to recruit a finance expert.

### Position Summary

The Finance Expert is responsible for overseeing all financial operations of Duderer Organization, ensuring sound financial management and compliance with German regulations, and supporting strategic decision-making through financial analysis and reporting.

### Key Responsibilities

1. Financial Strategy and Planning
  - Develop and implement financial strategies aligned with the organization's goals
  - Lead the annual budgeting process and long-term financial planning
  - Provide financial advice to the Executive Director and Board of Directors
2. Financial Management and Reporting
  - Oversee all accounting operations, ensuring accurate and timely financial records
  - Prepare and analyze financial statements and reports
  - Manage cash flow and oversee investment activities if applicable.
3. Compliance and Risk Management
  - Ensure compliance with financial regulations and reporting requirements
  - Develop and maintain internal financial controls
  - Manage the annual audit process and liaise with external auditors
4. Budget Management
  - Work with departments’ managers to develop and monitor departmental budgets
  - Provide regular budget vs. actual analysis and forecasts
5. Grants and Contracts Management
  - Oversee financial aspects of grants and contracts, ensuring compliance with funder requirements

- Support the development of financial components for grant proposals

### **Qualifications**

- Bachelor's degree in Finance, Accounting, or related field; Master's degree or CPA preferred
- Minimum 5 years of experience in financial management, preferably in the non-profit sector
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Proficiency in accounting software and financial management tools
- Understanding of non-profit accounting principles and regulations

### **Reporting Relationship**

The Finance Expert reports to the Executive Director.

#### **Requirements for Submission:**

Applications including detailed CV, technical offer and a quotation with detailed breakdown (by day) should be submitted in English to [info.duderi@gmail.com](mailto:info.duderi@gmail.com) indicating the reference: “**Finance Expert**” in the email subject line.

The maximum budget available for this assignment is EUR 5500.

The Deadline for submission of applications is on 13 August 2025.