



Job Opportunity with DUDERI e.V./ Financial Officer

Position: Financial Officer

Organization: Duder e.V.

Location: Germany

Employment Type: Part-time

Contract Duration: 12 months

Application Deadline: 23th September 2026

About the Organization:

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

Duderi e.V. is a Syrian Kurdish-Arabic diaspora civil society organization. It aims to support individuals and communities through inclusive learning, dialogue, and rights-based advocacy. The organization promotes social justice, critical thinking, and pluralism by developing alternative tools for change, facilitating community-based dialogue, and engaging in policy advocacy. Its work is grounded in feminist and anti-authoritarian principles and guided by a diverse Advisory Expert Board.

- The organization has designed and implemented research-based educational, peacebuilding initiatives, shared vision citizenship, across multiple Syrian regions, working with diverse communities. Duderi integrates research, training, and advocacy with a focus on sustainability and local ownership. Its team has extensive experience in project design, monitoring and evaluation, and stakeholder engagement, including with youth, women, and marginalized communities.

<https://www.duderi.org/about-duderi>

Key Responsibilities

- Maintain accurate financial records and accounting documentation
- Prepare monthly, quarterly, and annual financial reports.
- Monitor project budgets and expenditures.
- Process payments, bank reconciliations, and cash management activities.
- Ensure compliance with donor regulations, organizational policies, and applicable financial laws.
- Assist in preparing annual budgets and financial forecasts.
- Support internal and external audits by preparing required documentation.
- Maintain filing systems for financial records.
- Coordinate with program staff to monitor project financial performance.
- Perform other finance-related duties as assigned.



Qualifications and Experience:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Minimum of 2–3 years of relevant experience, preferably with NGOs or civil society organizations.
- Strong knowledge of accounting principles and financial reporting.
- Experience managing donor-funded projects is an asset.
- Proficiency in Microsoft Excel and accounting software.
- Excellent analytical, organizational, and problem-solving skills.
- Strong communication skills in English and [local language, if applicable].

Preferred Competencies

- High level of integrity and confidentiality.
- Ability to work independently and meet deadlines.
- Strong attention to detail.
- Teamwork and interpersonal skills.
- Knowledge of donor compliance requirements.

How to Apply

Interested candidates should submit:

- Updated CV
- Cover letter
- Copies of relevant academic and professional certificates

Applications should be sent to: info.duderi@gmail.com

Please mention "**Financial Officer Application**" in the email subject line.

Only shortlisted candidates will be contacted.

DUDERI e.V. is an equal opportunity employer and encourages qualified candidates from diverse backgrounds to apply. Please be noted that “the vacancy is subject to contract approval”.