



## Catholic Relief Services-JWBG Job Vacancy

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**Job Title:** Finance Assistant

**Department:** Finance

**Reports To:** Finance Officer

**Location:** Gaza

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been present in Jerusalem, West Bank, and Gaza (JWBG) since 1961. In JWBG, CRS currently supports programs in the sectors of humanitarian relief, livelihoods, civil society strengthening, and social justice promotion through its field offices, in Jerusalem, Gaza, Ramallah, and Bethlehem. CRS is working to provide rapid emergency assistance to conflict affected communities in Gaza and the West Bank in the sectors of multi- purpose cash; shelter; psycho-social support; food assistance; and water, sanitation, and hygiene (WASH). For further information about CRS, please visit: [www.crs.org](http://www.crs.org).

### Job Summary

You will efficiently provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering service needs that support high-quality programs serving the poor and vulnerable. As part of an experienced finance team you will deliver quality support in your role, applying clearly defined accounting and financial reporting processes, procedures and service standards.

### Roles and Key Responsibilities

- Complete standard financial documents (vouchers, bank statements, wire transfer requests, checks, budget holders approvals, etc.) following a sample template with prescribed guidelines and circulate as needed.
- Provide administrative and clerical support to financial transactions processing. Prepare, type, photocopy, stamp and scan related documentation.
- Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions. Communicate with staff, subrecipients, partners, suppliers to follow up on required documents.
- Review payments provided by CRS staff members; admin, programme or other departments including petty cash and support in revision of subrecipients' liquidations when needed.
- Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
- Archive and file supporting documents on financial system and SharePoint in an organized manner, ensuring audit trail is available for related stakeholders.
- Maintain excellent communication with supervisors, colleagues, and partner organizations to ensure timely coordination and follow-up on financial documentation and processes.

### Basic Qualifications

- Bachelor's degree in Accounting, Finance or Economics.
- Minimum of 1-3 years' work experience in a similar role with some familiarity of standard accounting practices.

## Preferred Qualifications

- Experience with a local or an international NGO is a plus.

## Knowledge, Skills and Abilities

- Experience using MS Office packages, in particular Excel and Word. Hands-on experience with data entry into online databases and forms.
- Excellent organizational skills with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented. Able to meet deadlines.
- Ability to work collaboratively.

**Required Languages:** Fluency in verbal and written Arabic and English is required.

**Travel:** The position is based on the Gaza Strip. The successful candidate must be willing to travel up to 20% across governorates in Gaza Strip, as needed, security permitting.

**Supervisory Responsibilities:** No

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

*CRS is an Equal Opportunity Employer.* All applicants will be considered for employment without attention to race, color, religion, sex, national origin, or disability status.

**Women, people with disabilities, and other underrepresented populations are encouraged to apply and to seek CRS support on the application process where additional accommodation is required.**

**APPLICATION INSTRUCTIONS:** Interested candidates with relevant education and work experience are invited to complete an application which addresses the position's requirements. In order to be considered for the position, candidates must submit both a CV and a cover letter, in English. Applications which fail to meet these requirements will not be considered. Applications must be submitted online at <https://crsjwb.org/Public/Jobs> and will be reviewed on a rolling basis. This posting will remain open until it is filled, however, submission by **Thursday, August 6<sup>th</sup>, 2026**, is strongly advised.