



TURQUOISE MOUNTAIN

# Job Description and Person Profile

## Finance Manager

### Background

Turquoise Mountain is a British charity that was founded in 2006. We believe artisanal heritage matters and has the power to transform lives. We support artisans to thrive and to revitalise traditions in regions of the world where artisanal heritage is endangered, and to connect people through heritage.

Turquoise Mountain is a fast-growing organisation with offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant, and with over 400 international and local staff members worldwide. We combine a cultural heritage focus with a wide scope of activities; we support artisans to thrive and to revitalize their traditions by any means necessary, and to connect people across the world through heritage. The places where we work are complex and sometimes affected by conflict.

Turquoise Mountain in the Levant, currently Syria, Jordan and Palestine, has been operating since 2017 and delivers training, heritage restoration and market access projects across the region. We have a range of donors, from philanthropic foundations to institutional donors all with varying needs. In each country we typically operate charitable activity from an NGO type entity, and our market access work sees us operating through a commercial entity too. The commercial work sees us sell artisanal products and design services from across the Levant, and also our sister projects from all countries within Turquoise Mountain.

As we are a British charity, significant engagement with the UK finance team is essential to maintain the integrity of our group financial reporting. Operating regionally means that we are engaged in the tax, reporting, and regulatory environments of three different countries and our market access work also involves shipping products and delivering services regionally and globally through our trading-company-type entities.

Our finance teams operating across the region are scaled to meet the varying levels of operation and complexity, with differing types of activity across the three countries. This position, based in Jordan, will have a direct role in the leadership of finance and the preparation of reporting in Jordan. As Syria is a new and relatively smaller operation this role will also have a deeper involvement in this project – scaling up financial management locally as and when required. Palestine is well established with a local Finance Manager based in our Bethlehem office and the role will support and provide oversight on this.

Sound financial records and prudent management of our finances is core to everything we undertake. We have a central Finance team that closely works with in-country Finance Teams.

This is an exciting time to join Turquoise Mountain in the Levant, as we expand our operations and implement best-practices.



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Job Description	
Job Title	Finance Manager
Department	Levant (Jordan) Finance Team
Direct Reporting	Regional Director, Levant
Functional Reporting	Group Finance Director
Job Purpose Summary	The Finance Manager, overseas all financial activity for the Levant programmes and commercial work. They are responsible for providing strong financial support to all internal and external stakeholders; ensuring sound financial systems and processes are in place; and that controls are effective.
Key Responsibilities and Accountabilities	
<b>Core Responsibilities</b> <ul style="list-style-type: none"> <li>- Work as part of the finance team to ensure the integrity of all financial records are maintained and highlight any policy violations or risks to the Regional Director and Group Financial Director</li> <li>- Maintain Quick Books including regular postings and related accounts reconciliations</li> <li>- Ensure all financial reporting is accurate, complete and produced to agreed timelines</li> <li>- Lead on statutory accounts preparation for local entities and managing year end audit – this will range in involvement across the countries</li> <li>- Continue to build a positive and collaborative team culture within the Finance Team and across the organisation</li> <li>- Support the Regional Director and Group Financial Director with implementation of sound accounting principles and good practice to ensure transparency and accountability</li> <li>- Establish a high level of credibility and build strong working relationships with internal and external parties</li> <li>- Ensure consideration of UK charity governance in financial reporting and decision making</li> </ul>	
<b>Line Management</b> <ul style="list-style-type: none"> <li>- Set personal objectives and development plans in line with team objectives and the overall financial strategy of Turquoise Mountain</li> <li>- Provide mentoring and appropriate day-to-day support</li> <li>- Embed a culture of continual improvement to increase transactional efficiencies without compromising on accuracy</li> <li>- Embed a culture of customer service excellence towards budget holders and other internal stakeholders in terms of technical competence and written and verbal communication</li> </ul>	
<b>Financial Planning and Budgeting</b> <ul style="list-style-type: none"> <li>- Support the Regional Director with the preparation of the annual budget and midyear forecasts in line with agreed budget criteria and timetable set by the Group Financial Director, including reconciliation of donor funding available and identifying gaps in funding</li> <li>- Lead on cashflow forecasting</li> </ul>	



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### **Financial Governance and Accounting**

- Support the project finance leads in day-to-day financial matters, adhering to policies/processes, championing high standards for the charity across financial and operational matters
- Manage month end closing per agreed timetable
- Responsible for month end journals and reconciliation of balance sheet a/cs, and reviewing balances with UK Financial Controller and Regional Director
- Carry out full review for completeness and accuracy of information in the financial systems, including correct use of account code, donor code, description and backup documents
- Ensure delegated authority thresholds are always maintained
- Ensure procurement activity is in accordance with organisational policies and procedures

### **Compliance & Regulatory Reporting**

- Be the focal point for tax, social security, bank and legal issues with respective external professionals and the relevant government Ministries for Syria, Palestine, Jordan and in partnership with the UK any British regulatory requirements.
- Ensure compliance with relevant financial regulations, taxation and statutory reporting requirements
- Ensure compliance with all TM internal policies, including finance, due diligence, procurement and sanctions policies
- Lead on the planning, preparation and audit of the statutory accounts for the Jordan and Syria, and maintain oversight on the preparation of the Palestine audits and statutory accounts
- Responsible for the preparation of annual statutory audit schedules
- Support UK Financial Controller with all Group audit queries within agreed timescales

### **Financial Reporting**

- Prepare monthly management a/cs for Jordan and Syria, including review of donor spend, variance analysis with budget holders and identifying any corrective measures needed. Maintain oversight of the preparation of monthly management accounts for Palestine.
- Maintain an accurate filing and record keeping system for all financial statements and organisation documents.

### **Cashflow & Bank Account Management**

- Monitor and manage cash flow to ensure there are sufficient funds to meet planned programme activities across the region and submit monthly funds request as agreed with UK Finance
- Maintain bank accounts and ensure financial governance is in place for all accounts.
- Ensure accurate processing of all bank payments, and oversee the bank reconciliations on regular basis
- Ensure banking mandate and users are reviewed and updated on time
- Responsible for the management of cash in country ensuring strong controls are in place for all cash sales and transactions

### **Grants & Funding Management**



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- Support the preparation of donor budgets
- Both oversee the preparation of the donor financial reports and undertake the preparation of donor financial reports, depending on the situation, ensuring donor requirements are met and reports are agreed back to Quick Books
- Monitor the recording and accuracy of donor income received ensuring restrictions are reviewed and supported by signed agreements and class codes agreed with UK Financial Controller
- Review of donor spend against grants to ensure spend is in line with budget and grants are completed and closed on Quick Books
- Management of donor audits as required

### **Payroll and Employee Benefits**

- Oversee the preparation of Jordan payroll, ensuring compliance with local tax regulations
- Support in provision of employee benefits, including the administration of health insurance cover

### **Commercial Accounting**

- Ensure accurate stock reporting including regular stock takes, WIP review, stock reconciliations and identifying obsolete stock
- Support Commercial team with project costing ensuring full cost recovery and review of margin
- Monitor debtors on regular basis ensuring credit control actions are taken
- Responsible for the preparation of commercial management accounts and review with UK Commercial Analyst

### **General**

- Work with the UK Finance Controller on accounting and financial system improvements
- In the immediate term, alongside UK colleagues and the Regional Director undertake, the establishment of fit for purpose financial processes for the newly forming Syria project
- Support on business processes, administration, and financial management to ensure they are in line with statutory rules and international best practice
- Any other tasks as required by the Regional Director and Group Financial Director

### **Cross-working**

- Group Finance Director and UK Financial Controller
- Budget Holders: build and maintain solid working relationships to ensure budgetary competence and compliance.

**This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.**

### **Person Profile**



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<b>Job Title</b>	Finance Manager
<b>Professional approach:</b> <p>A genuine business partner in approach, we are looking for a highly competent and collaborative Finance Manager who will work with the existing team to continue strengthening processes.</p>	
<b>Personal attributes:</b> <p>This role is based in Amman, and the post-holder must be willing to work in the office full-time.</p> <p>The post-holder must also be willing to travel regionally as required.</p>	
<b>Qualifications:</b> <p>A degree in accounting or part qualified in final stages of completion, with proven experience gained in the International NGO sector.</p>	
<b>Specific job skills and experience:</b>	
<b>Essential</b> <ul style="list-style-type: none"><li>- Demonstrable experience of producing year end accounts and managing year end audits</li><li>- Excellent financial analysis and reporting skills, with ability to produce and present concise financial reports</li><li>- Strong technical accounting knowledge</li><li>- Experience of multi-currency accounting and grant accounting</li><li>- Extensive experience of financial processes, procedures and related systems</li><li>- Experience of leading a month end process, including preparation and presentation of monthly management a/cs</li><li>- Experience of using cloud-based accounting system software, preferably QuickBooks and/or Xero</li><li>- Understanding of commercial accounting</li></ul>	
<b>Desirable</b> <ul style="list-style-type: none"><li>- Experience in managing and developing teams</li><li>- Experience of working in a similar field (e.g. working with artisan communities or within cultural heritage) would be an advantage although not essential</li></ul>	
<b>Skills and abilities:</b> <ul style="list-style-type: none"><li>- Outstanding IT and accountancy skills including experience of Excel, QuickBooks and MS Office suite.</li><li>- Excellent organisational skills and attention to detail.</li><li>- Capable of working under pressure to meet deadlines and dealing with multiple priorities.</li><li>- Fluent in both English and Arabic languages, both verbally and in writing, with excellent oral and written communication skills</li></ul>	



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- Ability to work on own initiative, manage and organise own workload and meet deadlines
- Be dependable and credible, with the ability to establish good working relationships at all levels
- Good organisational and problem-solving skills
- Must have exceptional numeracy skills and financial acumen.

To apply, please submit a current CV alongside a covering letter outlining how you fit the person profile to [vacancy@turquoisemountain.org](mailto:vacancy@turquoisemountain.org). Please combine your cover letter and CV as one pdf document.

Applications for this role will close at 17:00 UK on Friday 3<sup>rd</sup> October 2025.