



TURQUOISE MOUNTAIN

Job Description and Person Profile

Finance Assistant – TM Jordan

Background

Turquoise Mountain supports artisan communities to protect and revitalise their heritage. Our work is rooted in the belief that cultural heritage has the power to transform lives. Founded in 2006 by His Majesty King Charles III, we work directly with artisan communities in Afghanistan, Myanmar, Saudi Arabia, Jordan and Palestine. To date, we have supported over 11,500 artisans across 86 craft traditions, restored more than 170 historic buildings, and provided primary healthcare and education for artisans' families.

Turquoise Mountain has been working in the Levant since 2017. Since then, we have supported almost 3000 artisans from Syria, Jordan and Palestine across 40 different craft traditions including, woodworking, glass-blowing, embroidery, jewellery-making and mother-of-pearl inlay. We run a showroom in Amman that sells and showcases world-class products from artisans across the region. Turquoise Mountain also provides high quality vocational training to artisans, alongside connecting artisans to new markets.

We are looking for a **Finance Assistant** to support the Finance Department with daily accounting and procurement operations. The ideal candidate will handle bookkeeping, bank reconciliations, expense monitoring, and financial reporting while ensuring compliance with Turquoise Mountain's policies. The role also includes managing purchase orders, inventory records, and shipment coordination. This position is based in **Amman, Jordan**, and reports directly to the **Finance Manager**.



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Job Description	
Job Title	Finance Assistant
Department	Jordan
Team	Finance
Reports to (Line Manager)	Finance Manager
Job Purpose Summary	The Finance Assistant supports the Finance Department in maintaining accurate financial records, processing transactions, and ensuring compliance with organizational policies to facilitate smooth financial and procurement operations.
Key Responsibilities and Accountabilities	
<u>Finance Duties</u>	
Bookkeeping & Transactions	
• Perform day-to-day bookkeeping tasks. • Ensure all financial transactions comply with the organization's standard financial procedures. • Maintain and update the accounting system (QuickBooks), including postings and account reconciliations.	
Accounts Management	
• Update Accounts Receivable (A/R) & Accounts Payable (A/P) and resolve related issues. • Conduct daily bank reconciliations. • Prepare and process balance sheets, income statements, and other financial reports as per guidelines.	
Expense Monitoring	
• Review expenses, payroll records, and related documentation. • Ensure expenses and procurements adhere to organizational and Turquoise Mountain policies. • Maintain petty cash accounts monthly. • Prepare expense claim sheets and monthly settlement of advances.	
Document & Record Maintenance	
• Ensure proper filing and archiving of all supporting documents (soft and hard copies). • Maintain orderly paper and cloud-based filing systems for accounts and related records.	
Financial Reporting	
• Assist with monthly/yearly closing activities. • Reconcile fixed assets and track uncollected checks monthly.	
<u>Procurement Duties</u>	
Inventory Management	
• Oversee stock reception, monthly inventory counts, and WIP reconciliation.	



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Procurement Operations

- Conduct market surveys for new products.
- Process purchase requests approved by managers and entered purchase orders into QuickBooks.
- Oversee the full purchase process and ensure invoices are delivered to Finance.
- Deliver goods to requesters in a timely manner.

Shipping Coordination

- Obtain and compare shipping quotes to choose the most appropriate method for large shipments.
- Ensure proper packaging and readiness of goods for shipping.
- Prepare shipment documents, including waybills, commercial invoices, packing lists, and shipping details.
- Track shipments, share tracking numbers, and follow up with Sales and clients.
- Manage customs clearance and VAT-related tasks, creating expense claims as needed.
- Monitor customs clearance for imported goods.

Monthly Utility Bills Management

- Collect, document, and process monthly bills for:
 - Orange Internet and Fixed Line.
 - Electricity (Jabal Amman).
 - Miahuna (Jabal Amman).
 - Zain Line Subscriptions.
- Record invoices in SharePoint and deliver them to the Finance department

Asset Management

- Track, update, and annually count all assets in Jabal Amman.

Person Profile

Job Title

Finance Assistant

Professional approach:

A collaborative and detail-oriented professional with strong integrity and commitment to accuracy. Demonstrates a proactive attitude in supporting the finance team and maintaining compliance with organizational policies. Possesses strong organizational and problem-solving skills, with the ability to manage multiple priorities and communicate effectively across departments. Brings a flexible and responsible approach to handling financial data, ensuring transparency and efficiency in all financial operations.



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Qualifications:

We are open to candidates qualified by experience.

Skills and abilities:

Essential

- Good IT skills including experience of all Microsoft office applications – Word, Excel, Teams, Outlook, SharePoint etc.
- Demonstrable and significant relevant experience in accounting or finance.
- Good experience and understanding of procurement processes and inventory management
- Strong knowledge of bookkeeping, reconciliations, and financial reporting.
- Excellent organisational skills.
- Capable of working under pressure to meet deadlines and dealing with multiple priorities.
- Excellent written and spoken English to an international standard.
- Excellent writing skills across proposals, reports, presentations, etc.

Desirable

- Experience of working in both NGO or not-for-profit and commercial environments would be an advantage.

This role is based full-time in Jordan, working primarily out of our offices in Amman. The contract is for a period of six months.

Remuneration is in the region of JOD650 per month, depending on experience.

Candidates should submit a covering letter and C.V. to: <mailto:eHr.jo@turquoisemountain.org>. In the subject line of the e-mail, please mention – Finance Assistant and your last name.

Kindly combine covering letter and C.V. as one pdf document.

Please submit your application as soon as possible, but by no later than 15th November 2025.