

# Job Description and Person Profile

## Finance & Administration Officer, Aleppo

### Background

Turquoise Mountain supports artisans and 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 and the Levant. 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 is working with Syrian artisans and businesses to revitalise the craft sector, establishing new routes to market and creating jobs. In Aleppo, we are supporting the rebuilding of the incredible Old City, which has been damaged not only by the conflict but also by the earthquake in 2023. Our approach brings together cultural heritage with immediate community impact, and our first project is the restoration of a historic building in the heart of the Old City that will function as a community health clinic.

We are now seeking a full-time Finance and Administrative Officer to support this work in Aleppo, Syria.

<b>Job Description</b>	
<b>Job Title</b>	Finance & Administration Officer, Aleppo
<b>Department</b>	Syria
<b>Job Purpose Summary</b>	The Finance and Administrative Officer will be responsible for the management and operation of finances of the Aleppo office of Turquoise Mountain, including maintenance of accounts and accurate and timely reporting on financial performance of the organisation's Aleppo-based programmes. They will also provide administrative support to ensure the smooth running of the Aleppo programmes.
<b>Key Responsibilities and Accountabilities</b>	
<b>Financial</b>	
<ul style="list-style-type: none"><li>• Ensure financial transactions are carried out and recorded in accordance with standard financial procedures of the organisation.</li><li>• Maintain a set of accounts including regular postings and related reconciliations.</li><li>• Assist the Financial Controller UK with the reconciliation of accounts.</li><li>• Maintain petty cash for the country.</li><li>• Ensure expenses and procurements are made in accordance with organizational and Turquoise Mountain policies.</li><li>• Maintain all supporting documents in soft and hard copies as required.</li><li>• Provide financial / budget information as required.</li></ul>	

- Maintain financial security and ensure implementation of internal accounting controls.
- Assist in internal / donor audit and financial monitoring.
- Update monthly payroll and prepare related reconciliations, ensuring taxes and other statutory deductions are made and are reported/paid to relevant authorities.
- Ensure financial reporting target dates are met and adequate information is made available to the Financial Controller UK according to the agreed schedule.

#### **Administrative**

- Assist regional team in locating and setting up a fully operational new physical office space in Aleppo.
- Support Aleppo team in delivering all and any local programmes.
- Arrangement of local and international travel and hotel reservations for TM staff and consultants.
- Logistical support for meetings, conferences, and/or workshops.
- Management of basic HR and IT issues.
- Orderly maintenance of paper and cloud-based filing systems.

**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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#### **Professional approach:**

We are also looking for someone with a pragmatic approach who will thrive in this start-up environment, someone with a constructive and collegiate style that contributes to team harmony and builds community.

#### **Personal attributes we are looking for:**

- Intrinsically motivated and proactive.
- Ability to work independently, but also to take direction when appropriate.
- Positive, can-do attitude.
- Someone who is responsible and conscientious, with the ability to establish good working relationships at all levels and work across dispersed teams.

#### **Specific job skills and experience:**

##### **Essential**

- We welcome candidates who hold a degree or equivalent qualification in Accounting or Business Administration, we also welcome those qualified by experience.
- Significant experience of working in a similar role within an NGO, charity, non-profit or start-up enterprise.
- Demonstrable understanding of local governance and financial regulations.
- Previous experience and strong skills in the use of QuickBooks or similar accounting software.

##### **Desirable**

- Previous experience of working with an NGO or INGO is desirable, though not essential.

**Essential skills and abilities:**

- Highly organised and efficient
- Native Arabic speaker with excellent written Arabic skills.
- Advanced proficiency in English, both written and verbal.
- Excellent organisational skills and attention to detail, flexible and able to work remotely and independently.
- Fully computer literate, with strong skills across all MS365 applications (Word, Excel, Outlook, Teams, SharePoint).

Please note, this is a locally-based role and requires full-time presence in Aleppo. The role is offered initially on a consultancy basis for a period of twelve months. Remuneration is in the region of \$500 per month depending on experience.

To apply, please prepare a current CV and covering letter outlining how you fit the person profile.

**Please combine your cover letter and CV as one pdf document and complete the short application form here <https://forms.office.com/e/g1N0wNnTqU>, before proceeding to upload your CV and Cover letter.**

Please note, we will review responses to the short application form questions first, only reviewing the CV and cover letter for candidates who meet a minimum standard. When crafting your cover letter please be aware that we are looking for something that has a human feel, a heartfelt letter written by you is more meaningful to us than a perfectly crafted one written by ChatGPT or Google Gemini. We aren't saying you shouldn't use AI tools to help you, please do, but be aware that your application is unlikely to stand out if you fully outsource the creation of the cover letter to AI. We are looking for candidates who can express why they want to work for Turquoise Mountain and relate their own work experience to the role we are looking to fill.

**Please submit your application by no later than 27<sup>th</sup> March 2026.**