



Finance Manager - Syria

About us

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, Palestine and Syria. 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 registered with the Scottish Charity Regulator.

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 Syria, this is a new branch and we are curating a new team, starting with those able to set up new processors as we expand our operations and implement best-practices.

About the role

Reporting initially to the Aleppo Lead, and ultimately the Country Director, the Finance Manager oversees all financial activity for Syrian programmes and future 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. In addition to local line reporting, the Finance Manager also works closely with the Group Finance Director and UK Financial Controller.



Key responsibilities

Core Responsibilities

- 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 Country Director and Group Finance Director
- Maintain Quick Books including regular postings and related accounts reconciliations
- Ensure all financial reporting is accurate, complete and produced to agreed timelines
- Lead on statutory accounts preparation for local entities and managing year end audit – this will range in involvement across the countries
- Continue to build a positive and collaborative team culture within the Finance Team and across the organisation
- Support the Country Director and Group Finance Director with implementation of sound accounting principles and good practice to ensure transparency and accountability
- Establish a high level of credibility and build strong working relationships with internal and external parties
- Ensure consideration of UK charity governance in financial reporting and decision making

Line Management – Finance and/or Administration

- Set personal objectives and development plans in line with team objectives and the overall financial strategy of Turquoise Mountain
- Provide mentoring and appropriate day-to-day support
- Embed a culture of continual improvement to increase transactional efficiencies without compromising on accuracy
- Embed a culture of customer service excellence towards budget holders and other internal stakeholders in terms of technical competence and written and verbal communication

Financial Planning and Budgeting

- Support the Country Director with the preparation of the annual budget and midyear forecasts in line with agreed budget criteria and timetable set by the Group Finance Director, including reconciliation of donor funding available and identifying gaps in funding
- Lead on cashflow forecasting



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 Country 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, in partnership with UK Charity 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
- Prepare year-end financial statements for future Syrian registered organisations
- Lead on the audit process for Syrian registered organisations
- Gather all the necessary audit deliverables as requested by the UK Financial Controller
- Support UK Financial Controller with all Group audit queries within agreed timescales

Financial Reporting

- Prepare monthly management accounts for Syria, including review of donor spend, variance analysis with budget holders and identifying any corrective measures needed
- 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 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

- 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 Syria 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 Financial Controller on accounting and financial system improvements
- In the immediate term, alongside UK colleagues and the Country 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 Country Director and Group Finance Director

Branch set up

- Setting up new financial systems and processors as required in line with group policies and with the guidance of the UK Finance Team
- Please note that this is a new branch of Turquoise Mountain. A lot of the responsibilities above will not be relevant at the start of the role but may become relevant in the future in line with other branches.

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 Specification

Professional approach

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.



Personal attributes

This role is based in Aleppo, and the post-holder must be willing to work in the office full-time.

The post-holder must also be willing to travel nationally as required.

Qualifications

A qualified accountant; ACCA, CIMA or equivalent internationally-recognised professional qualification, or part qualified in final stages of completion, with proven experience gained in the international NGO sector.

Specific job skills and experience

Essential

- Demonstrable experience of producing year end accounts and managing year end audits
- Excellent financial analysis and reporting skills, with ability to produce and present concise financial reports
- Strong technical accounting knowledge
- Experience of multi-currency accounting and grant accounting
- Extensive experience of financial processes, procedures and related systems
- Experience of leading a month end process, including preparation and presentation of monthly management a/cs
- Experience of using cloud-based accounting system software, preferably QuickBooks and/or Xero
- Understanding of commercial accounting

Desirable

- Experience in managing and developing teams
- Experience of working in a similar field (e.g. working with artisan communities or within cultural heritage) would be an advantage although not essential

Skills and abilities

- Outstanding IT and accountancy skills including experience of Excel, QuickBooks and MS Office suite.
- Excellent organisational skills and attention to detail.
- Capable of working under pressure to meet deadlines and dealing with multiple priorities.





- Fluent in both English and Arabic languages, both verbally and in writing, with excellent oral and written communication skills
- 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

What we offer

The role is offered initially on a consultancy basis for a period of twelve months.

This role has been assessed as a grade 7 per Turquoise Mountain's pay strategy. Remuneration will be in the region of \$2,500 USD per month, depending on experience.

How to apply

Please send your CV and a brief cover letter outlining your relevant experience and interest in the role to: vacancy@turquoisemountain.org Please combine your CV and cover letter as a single pdf document, and do not send any other documentation, we do not require recommendations, references, or certificates at this stage.

Please apply as soon as possible, we will be reviewing applicants as they are received and inviting to interview anyone who we feel is a good fit to the job role as described.



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Registered Office: Princes Exchange, 1 Earl Grey St, Edinburgh EH3 9EE

Turquoise Mountain Trust is a registered charity no. SC037343 and as a company no. SC299579