Finance Assistant
Jordan Country Office

Background

Turquoise Mountain is a non-profit, non-governmental organization specializing in urban regeneration, business development, and education in traditional arts and architecture. We seek to provide jobs, skills, and a renewed sense of pride in communities, through heritage.

Context

Turquoise Mountain established a project in Jordan to support artisans and to promote involvement with heritage. The project will work across high-end craft production for international markets, vocational training in traditional skills, and cultural heritage outreach.

Financial Responsibilities:

- Performing day to day bookkeeping.
- Ensure financial transactions are carried out and recorded in accordance with standard financial procedures of the organisation.
- Maintain our accounting system (QuickBooks) including regular postings and related accounts reconciliations on daily basis.
- Updating A/R & A/P and all their related issues.
- Daily Basis bank reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Maintain petty cash on monthly basis.
- Ensure expenses and procurements are made in accordance with organizational and Turquoise Mountain policies.
- Maintain all supporting documents in soft and hard copies as required.
- Preparing the expense claim sheets and the monthly Settlement of The Advances.
- Orderly maintenance of paper and cloud-based filing systems.
- Maintaining Records of Accounts as archives, good skills of computer software and manual filing system.
- Assist in the preparation of monthly/yearly closing.
- Check and update the fixed assets.
- Monthly Reconciliation of uncollected CHQs.
Requirements:

1- Education:
   • BSc/Ba in Accounting.
   • Good understanding of accounting and financial reporting principles and practices.

2- Experience:
   • 0-2 Year.

3- Computer Skills:
   • Excellent knowledge of MS Office and familiarity with relevant computer software.

4- Soft Skills:
   • Good with numbers and figures and an analytical acumen.
   • Great attention to details.
   • Excellent organizing abilities.

5- Languages:
   • Strong communication skills in Arabic & English language are a must.

Application Process

To apply, please submit the following in one PDF document to Hr.jo@turquoisemountain.org

(Email title: Finance Assistant - Jordan).
● A one-page resumé.
● Include your e-mail and phone number. Only shortlisted applicants will be contacted for an interview.

More Information

● Contract type: Full time contract (five days a week from Sunday to Thursday) with three months’ probation period.

● Base: Amman.
● Reports to: Finance Officer.
● Salary: To be determined.