Finance & HR 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.
- Handling the employees expense claims 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 senior accountants in the preparation of monthly/yearly closing.
- Check and update the fixed assets.
- Monthly Reconciliation of uncollected CHQs.
Administrative Responsibilities:

- Management of HR Files.
- Orderly maintenance of paper and cloud-based filing systems.
- Coordinating and managing the employees Insurance issues i.e., Subscriptions, Medical records, Forms and Medical networks.

Requirements:

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

2- Experience:
   - 0-1 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 vacancy.jo@turquoisemountain.org by Thursday, 30th of June (Email title: Finance & HR 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. The Term is fixed from 15th of July 2022 to 31st Dec 2022 with possible extension.
- Base: Amman.
- Reports to: Finance Manager.
- Salary: To be determined.