**Finance reporting officer**
**Jordan Country Office**

**Background**
Turquoise Mountain is a non-profit, non-governmental organization specializing in heritage based urban regeneration, traditional craft-training and connecting artisans to market opportunities. We seek to provide jobs, skills, and a sense of pride, through heritage. Since 2006 Turquoise Mountain has restored 150 historic and community buildings, trained 10,000 craftspeople, generated direct sales of $17m in craft products and welcomed 1m visitors to our exhibitions worldwide.

**Context**
The Turquoise Mountain Institute of Design, Crafts and Economic Development proudly leads the way in embracing and reviving traditional crafts and sustaining economic growth. Committed to championing the exceptional cultural heritage of the Levant, the Institute's ambition is to strengthen the unique cultural and creative industries. Through a comprehensive educational program, members of the Institute learn the skills needed to succeed in the crafts sector. This facilitates artisans to attain financial autonomy by launching their enterprises and actively contributing to the economy.

Turquoise Mountain is seeking a Management Reporting Officer to work closely with the Head of Finance, supporting in budget analysis and reporting to donors. The role will be responsible for reporting and analyzing financial information to support decision-making processes and ensuring accurate and timely financial reporting within the organization.

**Roles and Responsibilities**
This role will be line managed by the Head of Finance and will:

1. Ensure all financial transactions are conducted and recorded in compliance with the organization's standard financial procedures.
2. Oversee all the preparation of balance sheets, income statements, and other financial statements in accordance with legal and company accounting guidelines.
3. Supervise bookkeepers to ensure accuracy and compliance with financial regulations, including daily account reconciliations.
4. Manage day-to-day financial operations, including budgeting and forecasting.
5- Develop and implement financial policies and procedures to ensure effective financial management.

6- Collaborate with the Procurement Department to Ensure Alignment with Budget and Procurement Policies.

7- Prepare and analyze budget reports for donors and the yearly budget in the NGO.

8- Ensure audit inquiries are conducted for donors and yearly audits as needed.

9- Prepare regular management reports, including monthly financial statements, operational dashboards, and performance scorecards.

10- Support in preparing timely and accurate donor reports.

11- Analyze financial data and provide insights and recommendations to the Head of Finance.

12- Maintain the archiving of budget files and documents regularly.

13- Prepare monthly BVAs and schedule monthly meetings with project managers to discuss budget deviations.

14- Prepare monthly updated forecasts and justification for budget deviations.

15- Customize reports and Excel sheet forms to meet specific management needs and requirements.

16- Perform any other duties as assigned by the Head of Finance.
Qualifications and Requirements:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field. (Master's degree or professional certification such as CPA/CMA is a plus.)
- At least 5 years of professional experience in NGO and various contexts including financial planning and analysis, budgeting, and forecasting.
- Strong skills in donor reporting
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- Proven experience in financial analysis, management reporting, or related field.
- Proficiency in Microsoft Excel, financial modeling, and data visualization tools.
- Fluent in English (oral and written), with excellent communication and organizational skills.

Working hours:
5 days a week (Sunday to Thursday) from 9:00 am – 5:00 pm

Contract terms:
Unlimited, with three months’ probation period.

Location:
Jubeiha and Jabal Amman, Hashemite Kingdom of Jordan

Application Process:

To apply, please submit your application via this link and include the following in the PDF format.

⇒ A cover letter in English about your background, experiences and motivations for this post explicating your experience (250 words).
⇒ A one-page résumé.
⇒ Only shortlisted applicants will be contacted.

Application Deadline:
The application pack – by e-mail must be received by no later than 31st of May 2024