

Terms of Reference
Finance Assistant
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.

Roles and Responsibilities:

Reports to: Head of Finance.

Finance Duties:

1. Bookkeeping & Transactions:

- Perform day-to-day bookkeeping tasks.
- Ensure all financial transactions comply with the organization's standard financial procedures.
- Maintain and update the accounting system (QuickBooks), including postings and account reconciliations.

2. Accounts Management:

- Update Accounts Receivable (A/R) & Accounts Payable (A/P) and resolve related issues.





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- prepare the monthly, quarterly, and annual management accounts for the commercial
 - Conduct daily bank reconciliations.
 - Prepare and process balance sheets, income statements, and other financial reports as per guidelines.
3. **Expense Monitoring:**
- Review expenses, payroll records, and related documentation.
 - Ensure expenses and procurements adhere to organizational and Turquoise Mountain policies.
 - Maintain petty cash accounts on a monthly basis.
4. **Document & Record Maintenance:**
- Ensure proper filing and archiving of all supporting documents (soft and hard copies).
 - Maintain orderly paper and cloud-based filing systems for accounts and related records.
5. **Financial Reporting:**
- Assist with monthly/yearly closing activities.
 - Reconcile fixed assets and track uncollected checks monthly.
6. **Settlement & Claims:**
- Prepare expense claim sheets and monthly settlement of advances.

Procurement Duties

1. **Inventory Management:**
- Oversee stock reception, monthly inventory counts, and WIP reconciliation.
2. **Procurement Operations:**
- Conduct market surveys for new products.





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- Process purchase requests approved by managers and entered purchase orders into QuickBooks.
- Oversee the full purchase process and ensure invoices are delivered to Finance.
- Deliver goods to requesters in a timely manner.

3. **Shipping Coordination:**

- Obtain and compare shipping quotes to choose the most appropriate method for large shipments.
- Ensure proper packaging and readiness of goods for shipping.
- Prepare shipment documents, including waybills, commercial invoices, packing lists, and shipping details.
- Track shipments, share tracking numbers, and follow up with Sales and clients.
- Manage customs clearance and VAT-related tasks, creating expense claims as needed.
- Monitor customs clearance for imported goods.

4. **Monthly Utility Bills Management:**

- Collect, document, and process monthly bills for:
 - Orange Internet and Fixed Line.
 - Electricity (Jabal Amman).
 - Miahuna (Jabal Amman).
 - Zain Line Subscriptions.
- Record invoices in SharePoint and deliver them to the Finance department.

5. **Asset Management:**

- Track, update, and annually count all assets in Jabal Amman.





TURQUOISE MOUNTAIN

Working hours:

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

Contract Duration:

Limited

Location:

Amman, Hashemite Kingdom of Jordan.

Please submit your application to this email Hr.jo@turquoisemountain.org no later than November 13th



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