



TURQUOISE MOUNTAIN

Terms of Reference  
Finance Assistant  
Jordan Country Office

**Background**

Turquoise Mountain supports artisans and 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, Jordan, Myanmar, Palestine and Saudi Arabia. To date, we have trained and employed over 11,500 artisans, restored more than 170 historic buildings, provided primary healthcare to over 250,000 patients, and education and cultural heritage programmes to over 4,500 children.

Partnering with prestigious international clients, we have brought over \$37 million worth of craft products to market, sharing world-class traditions with a global audience and bringing vital income back to the artisan communities we work with. Our brand partners and clients include Aspree, Jo Malone, Christopher Farr Rugs, interior designers Guy Oliver and Robert Couturier, and luxury hotels including The Connaught, Four Seasons and Fairmont. Together we develop products and bespoke commissions inspired by heritage traditions for contemporary markets. We also collaborate with major cultural institutions to commission and exhibit artisans' work – from the Museum of Islamic Art in Doha to the Smithsonian Museum in Washington DC.

**Context**

The Finance Department at Turquoise Mountain plays a vital role in ensuring effective financial management and accountability across all programmes and operations in Jordan. The department supports project implementation through sound financial planning, accurate accounting, and compliance with organizational and donor requirements.

The Finance Assistant will support daily financial operations, maintain accurate financial records, assist in financial reporting and reconciliations, and ensure proper documentation and archiving of financial transactions. The role contributes to maintaining financial transparency and supporting the smooth operation of Turquoise Mountain's activities in Jordan.



**Roles and Responsibilities:**

**Reports to:** Finance Manager

**Finance Duties:**

**1. Bookkeeping & Transactions:**

- Perform day-to-day bookkeeping tasks.
- Maintain and update the accounting system (QuickBooks), including postings and account reconciliations.

**2. Accounts Management:**

- Update Accounts Receivable (A/R) & Accounts Payable (A/P).
- Conduct daily bank reconciliations.

**3. Expense Preparing:**

- Prepare expenses, payroll records, and related documentation.
- Ensuring 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.
- Prepare fixed assets and track uncollected checks monthly.





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**6. Settlement & Claims:**

- Prepare expenses claim sheets.
- Conduct monthly settlement and reconciliation of advances.
- Provide financial and administrative support and perform any additional duties assigned by management.
- Track, update, and annually count all assets in Jabal Amman.

**Working hours:**

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

**Salary & Conditions**

Salary will be offered in line with Turquoise Mountain salary scale and candidate qualifications and experience. Employment conditions will follow Turquoise Mountain HR policies and Jordanian labor regulations.

**Contract Duration:**

6 Months

**Location:**

Jabal Amman, Amman, Jordan

Please submit your application to this email [Hr.jo@turquoisemountain.org](mailto:Hr.jo@turquoisemountain.org) no later than 10<sup>th</sup> of February.

