

- **Senior Finance Officer, Jordan**
- **Based in Amman, Jordan**
- **Scope for flexible working hours**
- **Opportunity to work for a leading organisation working with and for older people globally**

If you're looking to progress your career in a great working environment, please read on.

Our employees have a wide range of benefits including 30 days holiday (plus bank holidays), life insurance, enhanced maternity and adoption pay, and generous employer pension contribution. We also actively support our staff with a variety of flexible working arrangements to help balance work and home life.

### **The organisation**

HelpAge International's vision is a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the secretariat of the HelpAge global network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

### **Key responsibilities**

To support the financial management of HelpAge Project in Jordan and office operations, ensure compliance with relevant donor guidelines and HelpAge policies. The Senior Finance Officer will also carry out a number of finance tasks related to HAI project” *Leaving No One Behind: Minimizing the impact of displacement, vulnerabilities and poverty on older people affected by the Syria conflict through the support of age and disability inclusive resilience and integration initiatives* “ and will be frequently travelling within Jordan.

The Senior Finance Officer should ensure the proper implementation of the following key tasks:

#### **Financial Management and Accounting (incl. taxation, use of SUN system) (40%)**

- Prepare monthly financial accounting reports according to monthly financial cycle
- Check and verify supporting documents, including coding, authorization level, validity, and sufficiency
- Prepare payroll for local staff and consultants and provide relevant data to Regional HR Manager in regards to payrolls
- Follow-up on project budget and extract reports from SUN System for senior management on demand. Provide Analysis for budget follow-up sheets to budget holder
- Overseeing the year-end procedure, and ensure that all financial returns are completed accurately and to the required timescale.
- Coordinate during internal and external audit
- Following up with the project manager all related budget expenses VS activities , and reallocations with the PM as required.

#### **Cash management (20%)**

- Manage the petty cash according to organizational and country rules and regulations
- Reconcile daily cash book with cash count
- Coordinate the processing of financial documentation (vouchers, supporting documents, etc.) and maintaining the internal expenditures control system
- Perform and document scheduled and unscheduled cash counts
- Maintain SUN system cash books daily based on the finance supporting documents according to finance manual and guidelines
- Manage and follow up open advances
- Produce a monthly cash request to be shared and verified by line-manager
- Upload all cash books into SUN system according to monthly financial cycle

#### **Banking (20%)**

- Manage bank transfers and link with banks on cash issues
- Collect bank statements and perform bank reconciliations

- Support relevant office with opening of bank accounts
- Support HelpAge staffs with getting bank accounts and bank cards to facilitate payroll process

#### **Admin, Coordination and Reporting (20%)**

- Report to authorities on tax/any related matters according to country rules and regulations
- Actively contribute to the weekly Support Services staff meeting
- Prepare Project Monitoring Reports, including reconciliation of transfers made, advance follow-up, filing control system, running cost follow up, etc. according to monthly financial cycle
- Maintain the filing system on a daily basis, including scan and filing of supporting documents.
- Undertake any other duties as discussed with line manager to fulfil the objectives of the programme

### **Essential skills, knowledge and experience**

The ideal candidate will have:

#### **Essential**

- Bachelor Degree in Accounting, Finance or any related field
- A minimum of 4 years of experience in a related field
- Excellent analytical, planning skills and attention to detail

#### **Desirable**

- Experience of working in a multi-disciplinary team
- Solid budget management experience
- Strong financial analytical skills
- Good Command of English
- Knowledge of labour law, tax policies in Jordan
- Ability to maintain accurate and transparent data system
- Advanced knowledge of spreadsheets mainly Excel
- Experience of accounting procedures of international donors (desirable)
- Experience of development, implementation and monitoring of finance and administrative systems and procedures (desirable)
- Experience of computerised accounting systems such as (Saga , SUN) (desirable)
- Strong communication skills, written and verbal
- Good IT skills (primarily familiarity with Microsoft Office programmes - Word, PowerPoint, Outlook)

**Closing date: 05<sup>th</sup> of July 2017**

**Interview week: Third to Fourth week of July 2017**

**Start date: As soon as possible**

**HelpAge International is an equal opportunities employer.**

HelpAge International is committed to providing our staff with continuous professional development, flexible working and opportunities to thrive within an inclusive and diverse environment. As part of our commitment to promoting gender diversity, we are a member of the [Business in the Community gender campaign](#)