



Sr. Finance Officer – JORDAN OFFICE

Job Description

Coordinate and execute financial transactions and activities, such as bill payment, invoicing, assist in the audit process by providing information and data as requested. Complete administrative tasks, such as filling out paperwork and filing records.

DUTIES AND RESPONSIBILITIES – Finance

- Responsible for petty cash administration.
- Responsible for collecting Program invoices and claims, verifying clerical accuracy and ensures they are in line with approved budget.
- Responsible for Cash count and bank reconciliations on a monthly basis.
- Prepares Bank and Cash Registers.
- Entering Accounting Entries
- Responsible for validity and eligibility of the approved payments.
- Submits registers, together with all supporting receipts and vouchers, to HQ.
- Monitors project expenses and report overspending or underspending to Programs Manager.
- Preparing the annual budget and budget allocations.
- Elaborates monthly and donor financial reports.
- Ensures that all cash, cheque books and financial records are properly stored and safely secured at all times.

- Assisting in internal and external audit processes.
- make sure is approve to the payroll and sent to the bank in time.
- Responsible for all the partner Finance reports and following up with them to make sure they submit reports in time.
- Following up with the program team and make sure they submit monthly projection.
- Responsible for all the income tax clearance with the authorities.
- Responsible and follow up with all other field offices in reporting monthly closure.
- Responsible for any other tasks assigned by the Programs Manager and HQ.

Qualifications & Requirements

- Bachelor's degree in Accounting, Finance, or a related field.
- Minimum of five (5) years of professional experience in accounting or finance.
- Previous experience working with NGOs/INGOs is highly preferred.
- Strong knowledge of accounting principles, budgeting, financial reporting, and internal financial controls.
- Experience with donor-funded projects and donor financial reporting is considered an asset.
- Good knowledge of Jordanian tax regulations and financial compliance requirements.
- Proficiency in Microsoft Office applications, particularly Microsoft Excel.
- Experience using accounting software and ERP systems is preferred.
- Excellent analytical, organizational, and problem-solving skills.
- Strong report writing and documentation skills, with the ability to prepare accurate financial and donor reports and submit them within established deadlines.
- Ability to work under pressure, manage multiple priorities, and consistently meet deadlines.

- Strong communication and coordination skills with internal departments, donors, partners, and external stakeholders.
- Excellent attention to detail and accuracy.
- Good command of English and Arabic, both written and spoken.
- High level of integrity, professionalism, confidentiality, and commitment to ethical financial practices.

ENVIRONMENT

- This position is open for the Jordan nationals only.
- Workplace is smoke-free and drug-free environment.
- Position requires frequent travel to programs and may require overnight travel in Jordan.

TO APPLY

- Submit a cover letter describing your interest in this position, Resume, Incomplete applications will not be considered.
- Email applications to omar.al@zakat.org
- Close date: 01/09/2026