

Position title: Finance & Administrative Assistant

Contract: Full-time

Reports to: Finance Manager

Location: Amman

Deadline for applications: 19-12-2024

Rasheed (Transparency International-Jordan) was established at the end of 2013, as a not-for-profit civil society organization, through a group of activists working in the field of public service. "Rasheed" commenced work in Amman at the beginning of April 2014, and it represents the only official contact group of Transparency International in Jordan. "Rasheed" aims to reinforce the involvement of Jordanian citizens in anti-corruption activities, protect public, private, and local governance institutions against corruption, enhance the efficiency and independence of control agencies specialized in the anti-corruption field, strengthen the integrity of the legislative and judicial authorities, working towards a cohesive Jordan with a national integrity system.

Main responsibilities and tasks:

- Understand the fundamentals of financial management and knows, applies, and complies with all administrative and financial procedures and deadlines linked to his/her work.
- Scanning and filling the processed documents and vouchers as well as upload them in the specific shared folder.
- Carries out secretarial tasks such as making photocopies, archiving documents.
- Creates and maintains paper or electronic files up to date.
- Follow-up on specific processes.
- Applies information-management instructions and ensures compliance with procedures.
- Assist the department in their daily works when needed.
- Processing work orders, supplier invoices, purchase orders, expenses claims, account payments, and payroll.
- Assisting the financial management team with credit control processes, budget planning, and expense analysis.
- Coordinating daily financial tasks with the financial management team to optimize workflow.
- Maintaining an organized and comfortable office environment, ordering office supplies, and updating inventory.
- Managing changes of staff members' financial information if needed.
- Compiling financial data to prepare monthly revenue reports and ensuring that client accounts are accurate and up to date.
- Performs such other duties as may be assigned

Qualifications and skills:

- A bachelor's degree in finance, business administration, or a similar field.
- A minimum of 1 year experience working as a financial admin assistant. preferably in an NGO;
- Excellent command of written and spoken English and Arabic;
- Working knowledge of accounting software, such as QuickBooks and NetSuite.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.
- Excellent analytical skills and financial prowess.
- Good organizational and time-management skills.
- Strong team player with solid communication skills.
- High levels of integrity and ability to handle confidential information.

To apply:

Interested candidate shall send their resume with a cover letter in English to the following email: careers@rasheedti.org with "Finance Assistant" noted in the subject box.

Rasheed for Integrity and Transparency (Transparency International - Jordan) provides equal opportunity as well as fair and equitable treatment in employment to all people without regard to race, color, religion, sex, origin, age, disability, political affiliation, marital status.