



JOB POSTING – Finance Coordinator

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| Organization: | Right To Play Jordan |
| Location: | Amman, Jordan |
| Authorized to work in: | Jordan (Eligible to work legally without requiring sponsorship or work permit) |
| Contract Duration: | Fixed Term/limited yearly contract with possibility of renewal based on performance and availability of funding |
| Closing Date: | May 28,2022 |

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

The Finance Coordinator reports directly to the Finance Manager (FM)/ Senior Finance Officer (SFO). The incumbent is responsible for providing support to the FM in financial management tasks such as processing transactions, ensuring all transaction-supporting documents are complete and properly filed, reconciling bank accounts entries and preparing financial reports for local management.





INDIRECT ADVISORY RESPONSIBILITIES:

The incumbent deals with the country staff specially Project Officers, Field Facilitators. He/she is expected to provide advices to the country staff when necessary.

PRIMARY RESPONSIBILITIES:

In accordance with Right To Play (RTP) approved policies and procedures, the incumbent:

Financial Accounting and Reporting: 50%

- Ensures that all documents are complete, with the appropriate supporting documents, reviewed and approved before processing for payment and filed accordingly.
- Ensures that all payments are processed on time.
- Oversees the daily management of financial transactions; assists the FM/SFO in the monitoring and follow up of project finances in the country.
- Performs monthly petty cash count as well as petty cash spot checks.
- Reviews all petty cash expenditures and replenishment requests.
- Oversees routine banking services including collecting bank statements, making bank transfers depositing and withdrawing cash.
- Assists in cash planning and forecast for the duty station.
- Responsible for elaboration, maintenance, and reconciliation of cashbooks.
- Records all financial transactions into the Accounting management system.
- Produces monthly bank reconciliation statements and consolidates them for review by the FM/SFO.
- Responsible for budget follow up and the checking of correct use of codes.
- Assists the Finance Manager in the preparation of financial reports and forecasts.

Financial Implementation and compliance: 45%

- Produces regular financial reports upon request.
- Timely review of the field Activity Financial Reports (verifying the coding, arithmetical accuracy, documentation, authorization) and subsequent feedback to ensure timely submission to FM/SFO.
- Provides assistance in internal and external audits.
- Ensures that an appropriate financial policy and procedures framework is in place to guide the Organisation's financial decision making.
- Ensures that he/she is abreast with the current grant conditions and complies with grant conditions.
- Supports FM/SFO on staff trainings on RTP rulers, policies and procedures and donor requirements.
- Supports FM/SFO to ensure that partners are aware and adhering to partnership manuals procedures.
- Follow up with Partners including field visits and ensure that all their reports, supporting documents are according to RTP and donor policies and procedures.
- Stays abreast on program priorities and makes occasional field trips to monitor finance related issues and procedures.
- Stays abreast on the latest development in tax and other related laws in the country; ensures that RTP complies with all Government statutory regulations including licensing payment of taxes and social security fund; ensures timely submissions of such deductions to the relevant authorities.
- Ensures all financial files are complete and up to date including National Social Security Fund (NSSF) and Taxes.

Performs other duties as assigned 5%





PLANNING AND ORGANIZING:

The incumbent is expected to come up with a monthly plan in line with the country work plan where financial matters are concerned. However, the incumbent is expected to respond to urgent matters as directed by the supervisor.

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

Bachelor's degree in Accounting, Finance, Business Administration or related discipline.

EXPERIENCE:

Minimum of 2 years' experience in accounting or grant management.

COMPETENCIES/PERSONAL ATTRIBUTES/SKILLS:

- Ability to work independently with little supervision
- Ability to work well under pressure and deadline
- Integrity and details focused
- Ability to multitask and work within deadlines
- Good analytical skill
- Ability to work with staff at all levels and across departments

TECHNICAL SKILLS:

- Proficiency in use of Microsoft applications, including Excel and Word
- Good skill at using financial software applications
- Skilled in maintaining documentation
- Good written and oral communication skills
- Good knowledge of accounting practice, policies and procedures

LANGUAGES:

Fluency in spoken and written English and Arabic.

DESIRED QUALIFICATIONS (An Asset):

Previous work experience with an I/NGO

JOB CONTRIBUTIONS/IMPACT:

(A) PROBLEM SOLVING

The incumbent is expected to deal with day to day work issues independently. Seeks guidance from the FM/SFO when dealing with unusual situations.

(B) FINANCIAL IMPACT





Failing to submit accurate and timely financial reports will have negative impact on the financial aspect of RTP in the country of operation. The incumbent is accountable for the quality and accuracy of data imputed into the financial system.

(C) INFORMATION MANAGEMENT

The incumbent is expected to keep information, records, data and files in safe place and share the information only with the authorized level.

(D) CONTINUOUS IMPROVEMENT

The incumbent is expected to cite improvements to the work process, discuss with the Supervisor on these improvements and help others in using the improved process.

(E) RELATIONSHIP MANAGEMENT

The incumbent is expected to enhance relationships with all staff in the country office. The incumbent is expected to maintain good relationships with counterparts in the banks and insurance providers.

CONTACTS/KEY RELATIONSHIPS:

(A) Internal

Finance Manager, Senior Finance Officer, Program Manager/ Director, Country Director, other country and project staff.

(B) External

Partners, IT services provider and insurance providers.

WORKING CONDITIONS:

(A) PHYSICAL ENVIRONMENT AND EFFORT

The incumbent will be working in an office environment for the majority of the time.

(B) SENSORY DEMANDS

The incumbent's job requires concentration and accuracy especially when dealing with financial data.

(C) MENTAL DEMANDS

The job requires attention to deadlines.

ADDITIONAL JOB RELATED CONDITIONS:

The incumbent is required to travel within the country,

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (accept everyone, make things happen, display courage, demonstrate care and be





playful). In addition, we offer a competitive salary and benefits package including personal learning and development days.

HOW TO APPLY:

If you are interested in applying for this position, please apply on the following link to upload your resume.

<https://righttoplay.hiringplatform.ca/72130-finance-coordinator/261241-application-form/en>

Deadline for application submission: **May 28, 2022.**

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. The successful candidate will be required to provide a satisfactory police record check as a condition of employment.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

