Hashemite Kingdom of Jordan

Ministry of Education

Job Announcement

**Finance Officer**

(1-3 years funded by the Joint Financial Agreement – Canada, Norway, UK, and USA)

In February 2016 the Ministry of Education launched the ambitious “Accelerating Access to Quality Education for Syrian Children Programme” at the Supporting Syria and the Region Conference held in London. 18 months on 7 donors have joined together with the MoE in support of the Jordan Compact Education Commitment “all children in quality education regardless of nationality”.

Whereas the MOE has committed itself to provide education services for the benefit of Syrian and Jordanian students in the country (the Programme). Donors in turn have committed themselves to support the Education Fund with technical and financial assistance as requested by the MOE.

The below is a job description for immediate surge support to the Ministry of Education to support technical and financial planning, monitoring, reporting, and coordination for improved educational opportunities for children in Jordan. The Financial Officer reports to the Senior Programmes Manager (SPM) in the Development Coordination Unit coordinating closely with the Planning Department ensuring the best outputs within the scope of his/her work.

**Responsibilities**

* Ensure that all project financial accounts be sufficiently loaded to cover all the project expenses and payments committed under all signed contracts.
* Update, monthly, all financial documents required by the project and by the donors' audit team, and detail the accounting by category of expenditure, by component and sub component and submit them to the SPM.
* Prepare financial requests for donors in advance to the quarterly review meetings.
* Produce Quarterly expenditure reports to be shared in the High Level Steering Committee meetings.
* Process all regular expenditures and submitted invoices in coordination with the SPM and M&E officer, and under the supervision of the Head of the DCU.
* Ensure the duplication of all accounting and financial data on hard and soft copies and transmit them to the SPM upon request.
* Coordinate with all the implementing agencies related to the project, to consolidate all required financial reports before submitting them to the SPM or to the donors.
* Coordinate with the Procurement Officer to ensure the conformity and validity of all submitted invoices with the payment schedules, before being submitted to the SPM for signature.
* Ensure the weekly and monthly provisions for all the project expenditures.
* Maintain the current accounting system and formulate tables and tools to enhance it.
* Prepare the operation manual for the financial and accounting procedures, internally within the Project management unit and externally with all the implementing agencies.
* Follow up with all financial operations related to the project, maintain overall budget control and monitor cash flows. Ensure the availability of funds in all the project related accounts, according to the financial disbursement plan.
* Provide to the SPM, on quarterly basis, a list detailing the disbursement priorities covering all expenditures in the Financial expenditures plan.
* Provide details and assist the Audit teams and the Audit firms.
* Put into operation all recommendations reported by the financial auditors.
* Any other task relevant to the position and approved by the SPM.

**Qualifications**

* The Financial Officer should have a minimum of 5 years’ experience in a similar position in the private or public sector or in internationally financed projects.
* Advanced degree in Finance or Accounting or related field.
* Knowledge of the donors/ international organizations rules and regulations related to Financial operations.
* Computer literacy and knowledge in Accounting and finance software is mandatory.

**Interested applicants are asked to send their resumes to DCU.Secretary@moe.gov.jo by Apr. 30th, 2018**