



## **Job Announcement – Financial Officer**

### **About GHD:**

Global Health Development (GHD) is a regional initiative created to support countries in the Eastern Mediterranean Region (EMR) and to strengthen their health systems to respond to public health challenges and threats. GHD was initiated to advance the work of the Eastern Mediterranean Public Health Network (EMPHNET) by building coordinating mechanisms with Ministries of Health, International Organizations and other institutions to improve population health outcomes. As an implementing arm to EMPHNET, GHD aligns its strategies with national policies and directions. Serving as a collaborative platform, GHD/EMPHNET is dedicated to serve the region by supporting national efforts to promote public health policies, strategic planning, sustainable financing, resource mobilization, public health programs, and other related services.

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### **Job Purpose:**

Under the direct supervision of the Finance and Accounting Manager, the Financial officer will be responsible for preparing project budgets, executing audits to ensure the control of projects budget at all times, in addition to updating the Financial & Administrative Affairs Director and Finance and Accounting Manager for ongoing project related issues. His /her job responsibilities include;

- Ensuring that all functions and program are performed within established budgetary parameters, monitoring revenues and expenditures in day to day operation.
- Preparing financial documentation regarding accounting activities, i.e. Weekly, Monthly and annual reports.
- Maintaining a strategic working relationship with team and all key departments.
- Analyzing complex financial reports and records.
- Supporting the internal and external auditing team
- Tracking all expenditures to ensure they are within the budget lines relating to the project
- Performing project budget control tasks
- Recording tasked financial transactions to regional accounting software.
- Building project budgets, attend budget meetings, prepare budget forecasts and regularly update the Financial and Administrative Affairs Director and Finance and Accounting Manager for ongoing project related issues.
- Ensuring all project related transactions entered into the accounting system are accurate and documented correctly
- Responsible for year-end and end-of-project budget management. Conduct year-end financial closing of related budgets with Grants and Contracts Specialist if/when required.
- Organize/Archive project records according to compliance requirements of company/donor.

- Follows up on pending accounting and finance issues.
- Other duties as they may arise

**Skills/Qualifications:**

- B.Sc. in Finance, Accounting or any related field
- CMA, CFA, CPA are preferred
- Five years of experience in a related position
- Experience in Non-Governmental Organizations

**Required Skills and Competencies**Functional Competencies

- The ability to compile and manage work plans and budgets, and institute risk management in accordance to generally recognized practices in this regard in order to ensure the achievement of work objectives
- A clear understanding of financial statements and estimating future income, expenses and assets depending on generally recognized financial practices to ensure the achievement of strategic organization's objectives
- Preparation of financial statements, accounts closing and consolidation, funds planning and management, as well as budgeting
- Having the expertise in collecting data and utilizing data analysis techniques and tools in preparing reports and drawing conclusions accordingly
- Ability to examine, evaluate and assess business, financial and/or technical and operational processes, procedures and information to verify legitimacy, compliance and quality
- Possessing the knowledge and practice in determining, estimating and analyzing costs associated with projects, processes and/or other tasks
- The ability to utilize systematic techniques in documenting, recording and reporting of information through a well-handled document management procedure

Behavioral Competencies

- Delivering at the highest levels of quality and adhering to the set standards
- Taking a proactive approach towards situations and issues by identifying what needs to be done and doing it before being required to
- Fostering and demonstrating organizational values and ethics.
- Generating innovative ideas and manifesting them to reality as new approaches and solutions.
- Showing an openness and acceptance to different and new methods and ways of doing things, as well as adapting effectively to new situations.

- Acquiring knowledge and synthesizing information progressively towards formulating deeper understanding, developing skills in a manner that increases productivity.
- Collaborating with colleagues and team members effectively to achieve the desired goals

*This position is open to Jordanian citizens or residents in Amman, Jordan.*

*To apply for this position, kindly send your CV and cover letter to [HR@globalhealthdev.org](mailto:HR@globalhealthdev.org) The deadline to submit an application is October 18,2018*