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| **ROLE PROFILE: Officer, regional finance operations (menaee)** | |  |
| Position Title: | Officer, Regional Finance Operations (MENAEE) |
| Position ID: | TBC |

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| **Team** | Finance Operations Team | **Grade** | P1 |
| **Reports To (Title)** | Senior Manager – Finance Operation | **Contract Length** | **12 months FTC** |
| **Location** | Any approved SCI office location in MENAEE region | **Time-zone** | Any |
| **Languages** | English & Arabic | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The purpose of the Regional Finance Operations team is to manage and lead the finance operations supporting global teams in based on Amman as well regional programming managed out of Amman, ensuring effective and efficient payroll, payment, and treasury services. Our team is dedicated to maintaining robust financial controls, ensuring compliance with tax and regulatory requirements, and delivering financial and donor audits efficiently in line with local needs.  **Role purpose**    To provide efficient financial operations support to regional global teams and regional programs in Middle East and Eastern Europe regions, by leading on payroll, tax returns, payments to suppliers and partners, cash requests, audit support, balance sheet control accounts. |

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| **Principal Accountabilities** |
| * Manage regional programmes supplier payment processing to ensure timely and accurate disbursements, including partner payments, in line with organisational policies and procedures. * leading on payroll calculations , Accounting treatments , Tax filling and maintaining the staff information with Social Security departments include start date , End date , Salary Information , Naternity Information and others following the Social Security law in Jordan in addition to Making payments to goverments bodies related to payroll. * Payment to Staff members include staff expenses and reimbursments , travel claims , programm advances , advance setllments . * Post financial transactions in Agresso ensuring accuracy, completeness and adherence to monthly deadlines for balance sheet reconciliations and recharges to regional programmes. * Prepare and deliver month-end reporting, including reconciliation of accounts, to provide stakeholders with accurate financial information and support decision-making processes. * Coordinate year-end financial functions and provide comprehensive audit support for project-related inquiries, ensuring compliance with financial regulations and organisational standards. * Review the accuracy, completeness, and timeliness of ledger postings, including managing reallocation journals, accruals, and prepayments, to safeguard financial integrity and reliability. * Lead responses to audit queries for the Finance Business Partnering team, ensuring transparent and efficient communication, while upholding the principles of diversity, equity, and inclusion. |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Multiple countries or Functions |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Other IP Finance teams, Country Finance teams, RDs, Centre Finance Departments, IP Regional Programme Awards, Ops teams   **External**   * Auditors, suppliers |

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| **Competencies** |
| Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution.  Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Accomplished  Behavioural Indicator: Shares knowledge and best practice on technical solutions so that others can make best use of that expertise.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence.  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative. |

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| **Experience and Skills** |
| **Essential**   1. Exceptional attention to detail with strong organisational skills to ensure accurate processing of payrolls and financial transactions. 2. Excellent communication skills to effectively interact with suppliers, partners, auditors, and internal stakeholders. Ability to explain complex financial information clearly and concisely. 3. Strong problem-solving skills to address financial discrepancies and compliance issues proactively. 4. Ability to analyse financial data, identify discrepancies, and adjust to maintain financial accuracy. 5. Experience in preparing and delivering financial reports, providing clear, accurate, and timely financial information to stakeholders. 6. Ability to adapt and take on new challenges in a dynamic organisational environment. 7. Self-motivated with good time management skills and ability to prioritise workload, anticipate requirements, work to tight deadlines and communicate decisions on a regular basis. 8. Proficient in the use of Microsoft Office suite, particularly Excel and in other financial software. 9. English and Arabic language skills   **Desirable**   * Experience in operating within the charity or non-profit sector in a large global multi currency organisation. |

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| **Education and Qualifications** |
| **Essential**   * Part qualified accountant or equivalent or relevant experience   **Desirable**  N/A |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 05/12/2024 | Mossab Shehadeh |  | **Safi, Hameedullah** |