

20.02.2025

## Swiss Embassy in Jordan: Job Vacancy

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As the official representation of Switzerland accredited in the Hashemite Kingdom of Jordan, the Embassy covers all matters concerning the bilateral relations between the two countries. It represents Swiss interests in the areas of political, economic and financial affairs, consular affairs, humanitarian aid, development cooperation, legal arrangements, science, education and culture. Moreover, the Embassy umbrellas the Swiss Cooperation Programme for the region, including Jordan, Syria, Iraq and Turkey.

In order to strengthen its finance department, the Swiss Embassy is looking for a

### **Finance Manager – 100 % (locally employed)**

#### **Duties & Responsibilities**

Under the supervision of the Chief Finance Personnel Administration, the Finance Manager's main responsibility will be the managing of the project cycle management (PCM) Finance. She or he ensures that the funds for the humanitarian and development projects are used correctly, cost-effectively and efficiently. As an internal service provider, the Finance Manager supports pro-actively to the success of the projects of the international cooperation team.

The list of tasks includes the following:

- Supervision of the finance controller and the finance officer and deputation of the Chief Finance Personnel Administration during absences.
- Regular monitoring and reporting of the projects' planning and disbursements, as well as of the international cooperation budget.
- Analysing and reviewing budgets from partner organisations.
- Establishing, reviewing and administering contracts.
- Checking and analysing the financial statements and audit reports from partner organisations (adherence to contract and institutional requirements).
- Formulate findings and recommendations, follow up with the (national) programme officer and execute disbursements accordingly.
- Assessment and support of partner organisations.
- Involvement in the embassy's annual budget process.
- Review of the accounting processes and monthly reporting.
- Focal point for external auditors.

- Replacing the finance controller and the finance officer during absences.

## **Profile & Requirements**

- A Master degree in finance or related fields, e.g., accounting or audit.
- 10 years of experience in the finance sector, whereof a few years with donor agencies and international organisations.
- 5 years of experience in leading a team
- Comprehensive knowledge of accounting, economic and financial principles and pronounced analytical skills
- Excellent capacity to read, analyse and interpret financial documents (budgets, financial statements).
- Sense of responsibility, ability to set priorities in a complex operational framework and resilience.
- Capacity to communicate with partners, give advice and formulate specific demands and recommendations in writing as well as in meetings.
- Self-awareness, high ethical and professional standards.
- Strong management, leadership and team building skills.
- Service-orientation, pro-active and supporting behaviour and cultural sensitivity. Strong in interaction with the team colleagues.
- Excellent IT skills, in particular competency with Excel and SAP
- Fluent in English and Arabic, knowledge of a Swiss national language an asset.

## **We offer**

- Diverse and meaningful work environment
- Further training opportunities
- Competitive salary and social benefits

**Place of work:** Embassy of Switzerland in Jordan

**Beginning / Duration:** Upon agreement, unlimited

**Deadline:** 12.03.2025

**Please submit your application (CV & motivation letter) in English language via:**

<https://www.akhtaboot.com/en/jordan/jobs/amman/164313-Finance-Manager-at-The-Embassy-of-Switzerland-in-Jordan>

- **Important note: Any applications not received through the recruitment site will not be considered.**