

Finance & Procurement Officer (Maternity Cover), Jordan

- **Daily rate:** 50-60JOD (based on an average of 3 days per week)
- **Location:** Based at our office in Jabal Al Weibdeh, Amman, with field visits as required
- **Start date:** 1st October 2025 (or earlier, depending on the candidate's availability)
- **Contract type:** A freelance contract for a fixed period of maternity cover from October 2025 - April 2026 (1 month probation period) and then will review after that period.

Seenaryo is seeking a proactive individual, with experience in Finance, HR and Operations, to be part of an ambitious and fast-growing organisation. This position is suitable for people who have had previous experience in accounting or financial management and a minimum of two years' experience in the non-profit sector. This role will be based in our office in Amman, with visits to projects across Jordan and regular contact via Zoom with our teams in the UK and Lebanon. The Finance & Procurement Officer will be responsible for all financial management and operational duties to support the work of Seenaryo's projects in Jordan. They will work closely with the whole Jordan team, interact with Seenaryo's team of 30+ freelancers and suppliers in Jordan and will be matrix managed by the Head of HR & Operations in Jordan and Senior Finance and Procurement Manager in Lebanon. This role also involves working closely with Seenaryo's Finance Manager based in London, UK.

As a core member of a small team, the versatile position includes the following responsibilities:

Finance

- Receive, distribute and log petty cash, oversee team spendings and correct reconciliations
- Make bank payments, oversee Seenaryo's bank account and prepare cheques
- Prepare monthly expenditure and accounting reporting (petty cash and bank logs) and validate financial reports budget vs. actuals with Grant and Finance Managers on a quarterly basis
- Enter transactions into our internal logs and Quickbooks on a monthly basis as per deadlines set by the Finance Manager
- Liaise with accountant/auditor in Jordan to submit annual financial reports
- Work with Grant Managers to reconcile cash and bank receipts in line with donor requirements
- Feed into applications and reports for Jordan donors (with support from the Grant Managers)
- Process Payroll as well as Social Security & Tax payments on a monthly basis

Procurement

- Responsibility for issuing & approving purchase requests from all core staff in Jordan in line with Seenaryo's Procurement and Finances SOPs
- Ensuring project managers follow the necessary steps for procuring goods and services in a way that is compliant and in-line with Seenaryo's Procurement and Finances SOPs
- Contract service providers such as freelancers and suppliers in close coordination with Project Managers & Head of HR & Operations and ensure all payments for freelancers and suppliers are paid on time with the correct documentation in place
- Support on creating templates for Freelance & Service contracts as needed
- Oversee tender and procurement processes and ensure necessary documentation is compiled and saved according to Seenaryo's file storage systems
- Support on contracting and hiring core staff members as necessary
- Buy office supplies and keep office filing, materials and functions in check

Essential Qualifications, Skills and Experience:

- Educated to bachelor degree level or equivalent
- Minimum of two years' experience in the nonprofit sector or other administrative roles
- Experience of bookkeeping, accounting systems and excellent skill in excel
- Excellent organisational skills & ability to maintain detailed and rigorous systems of information
- Excellent Computer literacy, including Microsoft Office & Google Suite skills, Quickbooks and Zoom
- Excellent writing and speaking in English
- Openness to new challenges and learning new skills
- Ability to multitask while maintaining attention to detail
- Ability to work within a small, multi-disciplinary team
- Ability to be creative with new ideas, effectively problem solve and take initiative
- Numeracy / data analysis skills

Desirable Experience (not essential):

- Experience using Jordan's income tax system online & social security platform
- Understanding of the legal and ministry-level requirements of registered Jordanian NGOs; experience working with lawyers and accountants
- Translation skills between Arabic and English
- Understanding of Jordanian Labour Law
- HR experience
- Experience or interest in education and/or arts (particularly theatre) and/or the non-profit sector

How to apply

To apply, please complete [this form](#) **before 11 pm (Amman time) on Saturday 2nd August 2025**, and we will contact the shortlisted candidates for interviews after the closing date.

About Seenaryo

Participatory theatre and play can transform an individual's sense of agency. They gain the power to shape their own narrative and expand what is possible, individually but also through collective action. Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support people to heal, lead and learn. We co-create performances with under-served communities, train future leaders and transform classrooms through play. Reaching over 175,000 children, youth and women since 2015, Seenaryo won the Resilience in Action Award at HundrED 2024, the Arts, Culture & Heritage prize at the 2023 UK Charity Awards and was one of Expo 2020 Dubai's 120 Global Innovators.