

Finance Manager, Seenaryo Jordan

- 4 days per week, in Jabal Al Lweibdeh, Amman
- 1,200-1,500 JD per month including employee social security contribution
- Starting end-May 2026 (or sooner depending on candidate's availability)
- 1 year contract (3 month probation period), with a likelihood to extend

Job Overview

Seenaryo is seeking a Finance Manager to join our team in Jordan. The Finance Manager will manage Seenaryo's procurement, payment, bookkeeping, accounting and reporting needs in the country. They will work closely with the Jordan team and liaise with Seenaryo's network of freelancers and suppliers. The role also involves regular collaboration with Seenaryo's Head of Finance in London and Head of Procurement in Beirut.

Based in Seenaryo's office in Amman, the position includes occasional visits to project sites across Jordan and regular communication with teams in the UK and Lebanon via Zoom. As a small organisation, Seenaryo values team members who are collaborative, proactive and willing to take ownership across a range of responsibilities. The ideal candidate will therefore be comfortable working in a dynamic environment, supporting colleagues across teams and contributing wherever needed to ensure the smooth running of programmes and operations, whilst balancing financial compliance.

Key Responsibilities

Financial Management

- Manage day-to-day financial operations including payments, bookkeeping and reconciliations.
- Maintain accurate financial records and support monthly reporting and budget tracking.
- Process payroll, ensure tax and social security compliance, and manage annual audit processes.
- Anticipate and mitigate financial risks ensuring Jordan operations are run in a compliant and cost-efficient manner.

Procurement & Contracting

- Oversee procurement processes and ensure compliance with Seenaryo's financial and procurement procedures.
- Manage contracts and payments for freelancers, consultants and suppliers.

Grant & Budget Support

- Deliver financial reports for donor-funded projects.
- Work with programme teams to track expenditure and ensure compliance with donor requirements.

Systems & Team Support

- Provide financial guidance to the Jordan team and ensure internal systems are implemented effectively.
- Work closely with finance and procurement colleagues across the organisation to strengthen processes.

Essential qualifications & experience:

- A degree in accounting, finance, business administration or a related field, or equivalent professional experience.
- At least 5 years' experience in finance, accounting, financial administration or operations (ideally within an NGO, arts or education organisation).
- Experience managing financial processes such as payments, bookkeeping, reconciliations and financial record keeping.
- Experience supporting donor-funded projects and financial reporting.
- Strong organisational skills with the ability to manage multiple tasks and deadlines simultaneously.
- High level of accuracy and attention to detail when working with financial records and documentation.
- Ability to work independently, take initiative and problem-solve within a small, collaborative team.
- Strong communication and coordination skills, with the ability to work effectively with colleagues, freelancers and external suppliers.
- Fluency in Arabic and English, with strong written communication skills in both languages.
- Experience using Microsoft Office and Google Workspace (particularly Excel/Sheets), as well as shared file systems such as Google Drive.
- Experience using accounting software such as QuickBooks or similar financial management systems.

Preferred experience:

- Experience supporting procurement processes, including collecting quotations, managing suppliers and maintaining procurement documentation.
- Driver's licence and access to a personal car.

How to apply

To apply, please fill out [this application form](#) by **Friday 17th April, at midnight Jordan time**. 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 205,000 children, youth and women since 2015, Seenaryo won the Resilience in Action Award at HunderED 2024, the Arts, Culture & Heritage prize at the 2023 UK Charity Awards and was one of Expo 2020 Dubai's 120 Global Innovators.