

FINANCE AND ADMINISTRATION COORDINATOR

Role	Finance and Administration Coordinator		
Reports to	Programme Manager, Jordan	Direct reports	0
Budgetary responsibility	N/A	Resource responsibility	Managing supplier relationships
Safeguarding	Apply ISD policies as required to project activities	Key relationships	Senior Operations Manager, project suppliers and contractors
Contract	Full Time, 12-18 Month Consultancy	Location	Amman, Jordan
Salary	JOD 1500-1600 per month / JOD 90-100 per day	Level	Intermediate/Experienced

About ISD

ISD is a global counter-extremism organization dedicated to powering solutions to hate and extremism. Combining research and analysis work and program delivery, ISD has been at the forefront of forging real-world, evidence-based responses to the challenges of integration, extremism and terrorism.

As a global non-profit organization with teams in Amman, Beirut, Berlin, London, Nairobi, and Washington D.C, ISD enjoys strategic partnerships with the world's leading universities, technology companies and supports more than a dozen prominent international institutions in safeguarding human rights and stemming the rise of extremism and hate.

ISD fosters a culture of inclusivity and respect and treats all individuals fairly irrespective of age, race, (which includes colour, nationality and ethnic and or national origins), gender, religion, sexual orientation, disability, gender reassignment, pregnancy and maternity, marital status or civil partnership status, socio-economic class or HIV status. All team members are encouraged to develop their full potential and the talents and resources of the team will be fully utilised to maximise the efficiency of the organisation.

Role Purpose

The Finance and Administration Coordinator will provide key support in establishing ISD's office and ground operations in Jordan, and thereafter be a key person in ensuring that the projects finances are managed effectively, all operational requirements are met for a functional team, and ensure that the team are following security procedures.

Responsibilities

Financial Management (60%)

- Manage a dedicated bank account for the project
- Manage requests and receipt of cash from ISD head office to cover project expenditures

- Manage and distribute petty cash payments to project team members as needed, ensuring all relevant documentation is kept
- Reconcile and submit expense reports on a monthly basis, for all project expenditure incurred
- Liaise on an ongoing basis with the ISD Jordan project team as well as the Operations team at ISD's head office to assist with financial matters
- Ensure records of all financial transactions are accurate and maintained

Operations and Administration (35%)

- Ensure relevant policies and processes, such as procurement, are adhered to, ensuring that activities remain within donor guidelines
- Secure and coordinate with vendors and suppliers as required
- Administer travel logistics and bookings as requested
- Ensure effective processes are in place for office management and IT support
- Provide ad-hoc administrative and operational support to the ISD project team

Safety (5%)

- In coordination with ISD Operations team, be responsible for safety procedures relating to the implementation of the programme
- Coordinate regular safety updates to team members in Jordan and with ISD's headquarters in London

Outcomes (the way success will be measured)

- Timely and accurate financial reports each month
- Clear documentation in place for all project expenditure
- Regular safety updates and guidance provided to project staff

PERSON SPECIFICATION TEMPLATE

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and safety instructions at all times

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Qualification in accounting, finance, business administration or equivalent 	<ul style="list-style-type: none"> • Bachelor’s degree in accounting or finance
Experience	<ul style="list-style-type: none"> • Demonstrated experience of financial administration in a business or non-profit setting 	<ul style="list-style-type: none"> • Experience working with an international organization
Skills	<ul style="list-style-type: none"> • Written and spoken English and Arabic language fluency • Excellent organizational skills and attention to detail • Highly numerate and confident using Excel 	

Job description and Person Specification drafted by:	Celine Najem, AMEA Senior Operations Manager (in the absence of a project manager, due to recruitment)
Signed off by:	Joe Collenette, Head of Project Operations
Date:	29 Sept 2021
HR / Ops sign off:	Patrick Sheehan, HR Advisor
Date:	13 Oct 2022
Date for next review:	NEXT PERFORMANCE REVIEW