

Finance Lead

Jordan

JOB DESCRIPTION

Salary	Competitive, based on experience
Reporting to	Country Director
Starting date	July 2026
Duration of contract	12 months, renewable
Years of experience	More than 7 years
Location	Jordan

Do you believe in the power of social enterprise to create meaningful and scalable change in disadvantaged communities in Jordan and across the Arab region? Are you looking to influence a movement that is backing social change and transforming lives across the Arab world? Then you should take a look at Alfanar.

About Alfanar

Launched in 2004, Alfanar is the Arab region's first venture philanthropy organisation. A UK-based charity with operations in Egypt, Lebanon, Jordan and Palestine, Alfanar aims to transform the lives of disadvantaged children, youth and women across the Arab world by funding and strengthening ambitious social enterprises that respond to pressing needs, especially in education, youth employment and women's economic empowerment.

Alfanar provides tailored grants alongside management support, training and access to markets for growth-stage social enterprises, enabling them to achieve greater financial sustainability and to scale their impact. Its highly engaged venture philanthropy approach applies the principles of private-sector investment to charitable giving, striving to deliver social returns that are sustainable, scalable and game-changing.

Alfanar offers capable and qualified candidates a rare opportunity to help strengthen and scale innovative social enterprises across the Arab world.

Job Purpose

The Finance Lead will be responsible for all financial management and reporting activities on donor-funded programmes worth up to \$3.5 million. The programmes focus on strengthening social enterprises and organisations in Jordan, particularly those increasing access to decent income and employment opportunities for youth, women and men. They will be implemented across Jordan, targeting marginalised communities and refugees.

The Finance Lead will use Alfanar's accounting system and liaise with our accounting firm and the relevant governmental departments.

Duties and Responsibilities

The Finance Lead's duties and responsibilities include the following:

Financial Management & Budgeting

- Stay informed of the programme's implementation milestones and progress.
- Monitor and manage the programme's budget spend, variance, co-financing commitments and forecasts.
- In coordination with Alfanar's Regional Finance Lead, develop a grant disbursement and payment schedule from the UK, NL and Jordan bank accounts.
- Support the Country Director and Programme Manager(s) in budget discussions with the donor.
- Identify, raise and resolve any budget-spending or liquidity concerns by reviewing and analysing financial reports, seeking variance explanations, preparing commentary and ensuring management agree on any required actions.

Financial Reporting & Disbursements

- Review the donor's financial reporting and purchasing guidelines.
- Review and approve the financial reporting tools for the social enterprises.
- Establish an invoice and receipt data repository on SharePoint for social enterprises to access.
- Support the team in budget reforecast discussions with social enterprises, as needed.
- Support the team in reviewing the financial reports of social enterprises.
- Coordinate with Alfanar's Regional Finance Lead on issuing and reporting disbursements and payments made from the UK and NL bank account.
- Gather financial reports from social enterprises, discuss any issues and challenge them as needed.
- Prepare consolidated financial reporting for inclusion in donor reporting, the responsibility of the implementation management team, highlighting any alerts or decisions required.
- Coordinate donor disbursements to Alfanar and grant disbursements from Alfanar.

Data Assurance & Audit

- Support managers in performing financial data assurance.
- Liaise with the donor's and Alfanar's external auditors to provide all required documentation and answer any questions.
- Protect all stakeholders by keeping financial information confidential.

Financial Accounting

- Liaise with the external accountant to review and streamline financial accounting processes, including the use of the accounting system and the chart of accounts (budget codes).
- Handle all financial accounting for spending in Jordan, ensuring that:
 - income and expenditure are accurately recorded;
 - payments are made on a timely basis; and
 - invoices and receipts are archived.

Qualifications & Experience

- Bachelor's or Master's degree in Accounting or Finance.
- CPA or CMA preferred.
- Experience in financial management, budgeting and accounting (essential).
- Experience in international development and donor reporting (essential).
- Experience working with auditors and government reporting (essential).
- Experience creating financial statements and managing project budgets.
- Thorough knowledge of accounting principles and procedures.
- Proven skills in critical thinking, assessment and analysis.
- Self-motivated, autonomous and proactive, able to work in a small team and a fast-paced environment.
- Demonstrated ability to establish and maintain effective relationships.
- Strong interpersonal, communication and presentation skills.
- Excellent organisational skills, with a demonstrated ability to deliver projects on time.
- Strong analytical and problem-solving skills.
- Fluent in English and Arabic.

How to Apply

Please send your CV together with a cover letter explaining your suitability and motivation for the role to info@alfanar.org.uk. The deadline for applications is **24 June 2026**. Applications must include a cover letter to be reviewed, and only short-listed candidates will be contacted.