Terms of Reference (TOR)

Position Title: Finance Coordinator
Program: Rural Economic Growth and Employment Program Upscaling (REGEP-UP)
Location: Program Management and Coordination Unit (PMCU), Amman, Jordan, with frequent travel to targeted governorates
Report to: Program Director with matrix reporting to JEDCO's Finance Manager
Probation period: Three Months
Duration: 1 year with possibility of extension, subjected to satisfactory annual performance appraisal and availability of the fund
Work Schedule: Full time

I. Background

REGEP-UP is the upscaling phase of REGEP program, funded by IFAD, and implemented by the Government of Jordan. Launched in 2026 for six years, REGEP-UP aims to create employment and income opportunities for vulnerable groups (youth, women, and refugees) while strengthening farmers' resilience to climate change.

The program's overall goal is to reduce rural poverty and nutrition insecurity and enhance household resilience in Jordan's water-scarce context. Its development objective is to improve productivity and incomes of smallholder farmers and generate sustainable employment by supporting value chain actors, including rural MSMEs, and integrating them into resilient agri-food systems.

REGEP-UP focuses on promoting climate-resilient agricultural practices, improving soil and water management, supporting agribusiness development, expanding inclusive finance, and informing policy through data and advocacy. It will be implemented across all governorates of Jordan over six years and managed by JEDCO, with a dedicated PMCU responsible for coordination, management, and monitoring.

Program components:

Resilient and Inclusive Value Chain Development: This component Promotes the adoption of sustainable, climate-resilient practices and technologies to strengthen resilience in water-scarce areas, boost food production and nutrition through family-based food enterprises, and improve smallholders' market access.

Inclusive Rural Finance: This component promotes sustainable, climate-adaptive practices to strengthen resilience in water-scarce areas, improve food production and nutrition, enhance market access for smallholders, and create jobs through value addition in rural SMEs and viable value chains.

Program governance and Policy engagement.

II. Scope of Work

The Finance Coordinator ensures program funds are used efficiently across all stages—planning, implementation, and closing. In consultation with staff and stakeholders, s/he prepares the annual work plan and budget, updating program costs as needed. Reporting to the Program Director with matrix reporting to JEDCO Finance Manager and following appraisal reports and agreements, they manage accounting, budgeting, reporting, internal controls, audits, fund flows, and overall efficient use of program resources.

III. Main Tasks and Duties

- Lead the day-to-day financial management and administration of the program, ensuring compliance with donor requirements, national regulations, and organizational policies.
- Prepare the program financing plan, annual work plan, and budget in coordination with the Program Director and key staff.
- Oversee the preparation, implementation, and monitoring of budgets allocated to partners.
- Monitor budget utilization and fund availability for planned activities and ensure effective financial planning.
- Establish, maintain, and continuously improve accounting systems, internal controls, financial reporting processes, and recordkeeping mechanisms, including withdrawal applications, bank accounts, and cash flow forecasts.
- Prepare periodic financial reports, including expenditure by component, category, financier, and fixed assets; maintain audit-ready records; and coordinate external audits within required timeframes.
- Monitor actual expenditures and disbursements against approved budget allocations for each category/component and recommend corrective measures where necessary.
- Maintain and regularly update all financial registers, including the master contract register, fixed assets register, and advance register.
- Prepare budgetary and financial documentation in compliance with Jordanian legislation, issue payment requests, and obtain the necessary approvals for supplier and contractor payments.
- Submit payment vouchers to the JEDCO's Internal Auditor and/or Ministry of Finance Controller for review and approval.
- Coordinate with the Finance Manager to ensure the timely and accurate submission of withdrawal applications and quarterly interim financial reports to IFAD.
- Ensure that all program financial transactions, in both hard and soft copy, are properly recorded, filed on a daily basis, and easily accessible.
- Maintain the master contract register for all contracts issued at CPMUC level and regularly update the fixed assets register for the entire program.
- Maintain and update advance registers and ensure timely clearance of advances.
- Prepare monthly bank reconciliations and monitor cash flow requirements.
- Monitor and maintain up-to-date records of in-kind contributions.
- Supervise the Financial Accountant and other finance staff, ensuring high standards of performance and compliance.
- Conduct occasional field visits to implementing partners to provide financial guidance, monitor compliance, and support accounting staff when needed.
- Participate in program events, including supervision missions, to strengthen relationships with stakeholders and partners.
- Ensure the timely implementation and follow-up of recommendations arising from IFAD supervision missions, as well as internal and external audit findings.

- Perform any other duties assigned by the Program Director and Finance Manager.

IV. Deliverables

The deliverables include, but are not limited to:

- Annual work plan, financing plan, and program budget prepared and submitted on time.
- Partner budgets reviewed, approved, and monitored to ensure compliance with program requirements.
- Monthly budget utilization and fund availability reports prepared and shared with management.
- Accurate accounting records, financial reports, and supporting documentation maintained and updated on a daily basis.
- Quarterly interim financial reports and withdrawal applications submitted to IFAD within agreed deadlines.
- Monthly bank reconciliations completed and cash flow forecasts prepared.
- Master contract register, fixed assets register, advance register, and in-kind contribution records maintained and regularly updated.
- Payment requests and vouchers processed accurately and submitted for approval within required timelines.
- Annual external audits coordinated successfully, with audit-ready documentation maintained at all times; and the annual audit reports submitted within the required deadlines and in compliance with IFAD's and regulatory requirements.
- Recommendations arising from IFAD supervision missions, internal audits, and external audits implemented and followed up within the agreed timelines.
- Financial transactions and filing systems maintained in both hard and soft copy, ensuring accessibility and compliance.
- Financial guidance and support to implementing partners via regular follow-up and field visits.
- Finance staff supervised effectively, with clear task allocation and performance monitoring.
- Variances in expenditure and disbursement identified promptly, with corrective actions proposed and implemented.
- Compliance with donor regulations, Jordanian legislation, and organizational financial policies ensured throughout the program cycle.
- Timely financial inputs and reports provided to support program management, supervision missions, and stakeholder meetings.

V. Required Experience and qualification

- Bachelor's degree in Accounting, Finance, Economics, or Business Administration; with preferrable Master's degree and professional certification (CPA, ACCA, CMA, MBA or Chartered Accountant).
- Minimum of 10 years of professional experience in financial management or accounting, including at least 5 years managing finances of donor-funded programs (e.g. IFAD, World Bank, EU, UN).
- Experience managing multi-donor or large development programs and working with government or public sector financial systems.
- Proven ability to supervise finance staff and coordinate financial operations across multiple stakeholders.
- Proficiency in financial management tools, accounting software, and digital systems for budgeting, reporting, analysis, and expenditure monitoring.
- Demonstrated experience in budget preparation and monitoring, fund disbursement, grant and loan management, and audit coordination.

VI. Languages

- Arabic – fluent
- English – excellent written and spoken

VII. Key Competencies

- Proven ability to ensure financial integrity and accountability through accurate bookkeeping, timely donor reporting, and compliance with auditing standards.
- Demonstrated ability to analyse complex financial and operational data, identify issues, and propose actionable solutions to improve program performance.
- Ability to produce high-quality financial reports in compliance with donor regulations and audit requirements.