



Job Description – Financial Officer

Position: Financial Officer

Reports to: Chairman & Managing Director / Board of Directors

Department: Finance & Compliance

Role Overview

The **Financial Officer** at **NAWA** is responsible for overseeing the financial health of the organization. This includes managing budgets, tracking program profitability, ensuring compliance with Saudi regulations, and producing reports that guide the leadership team in decision-making. This role is critical to building NAWA's sustainability as it grows into one of the Kingdom's leading youth empowerment platforms.

Key Responsibilities

- Prepare and monitor budgets for all NAWA programs, conferences, and academies.
- Produce monthly and quarterly financial reports for the Board.
- Track revenue streams, expenses, and program profitability.
- Ensure compliance with Saudi financial regulations, Zakat & VAT requirements.
- Maintain relationships with auditors, accountants, and banks.
- Develop financial forecasts and sustainability models for long-term growth.
- Support sponsorship and partnership negotiations with financial planning.

Qualifications

- Experience in Accounting, Finance, Economics, or related field.
- Strong knowledge of financial management, budgeting, and reporting.
- Familiarity with Saudi corporate financial regulations (VAT, Zakat, compliance).
- Proficiency in Excel, financial modeling, and reporting tools.
- Prior experience in NGOs, startups, or youth organizations is a plus.
- High integrity, attention to detail, and confidentiality.

Sincerely,

Abdullah Al-Edini

Managing Director and Chairman of the Board