

Finance and Administration Manager

FRIDA | The Young Feminist Fund

Location: Open

Closing date: Sunday, January 4th, 2015 (or until position is filled)

ABOUT FRIDA

Since its inception 4 years ago, FRIDA has grown significantly and expanded staff and operations in several countries, which has resulted in increasing complexity in the organization's financial transactions and administration. In its incubation phase, AWID and the Tides Foundation have supported FRIDA's administration. This year, FRIDA has decided to get their own independent legal status in Panama, and is now seeking a Finance/Administration Manager to play a leading role in helping us set up our financial and administrative systems and proactively manage these complexities. The successful candidate for this position will have solid international and nonprofit experience and a passion for women's rights.

JOB SUMMARY

The Finance and Administration Manager is responsible for all aspects of the financial management and administration for the Fund. The Finance and Administration Manager is expected to provide sound financial advice and effective financial management as well as manage the administrative functions of the Fund. This position is a full-time, regular position and reports to and works most closely with the two Co-Directors.

RESPONSIBILITIES

Financial Management

- Establishes effective accounting and bookkeeping systems and procedures and oversees accounting services.
- Establishes and implements internal controls, and administrative systems, policies and procedures to ensure that FRIDA's day-to-day operational activities are efficient and effective, and are in-line with approved strategic initiatives and budgetary allocations
- Manage accounts payable, accounts receivable, purchasing, donations processing and receipting, payment of invoices, payroll and bills.
- Maintain parallel records of income and expenditure in financial database.
- Ensures adequate cash flow for the organization's requirements, by monitoring funder remittances, and preparing requests for funds as needed
- Prepares and presents quarterly and yearly financial budgets and cash flow forecasts, and works with Co-Directors to actively monitor and understand budget variances.
- Prepare budgets and reports on expenditure for donors by set deadlines.
- Ensures and reviews monthly financial statements from the accountant and prepare narrative reports for the review of the board of directors and Co-Directors.
- Manages bank accounts and monitors reconciliations, transactions including wire transfers, credit cards, renewal of Certificates of Deposit, and keeping track of signing authorities.
- Prepares documents and schedules for annual audit, and liaises with auditors.
- Manages liquidity, investments, and foreign exchange per established policies and procedures.

Governance Support

- Works with the Co-Directors to proactively mitigate financial and legal risks to the organization and its board members.

- Ensures that activities and policies meet board policies and directions, criteria by funders, as well as legislative requirements in Panama and in the countries in which FRIDA operates.
- Recommends policies and procedures in areas encompassing finance and accounting, privacy, IT, compensation for the consideration of the Co-Directors and board of directors.
- In close consultation with the Co-Directors and Board Treasurer, establishes a relationship with each board member so that each individual has an opportunity to understand fully the key financial issues confronting the organization.
- Coordinate organization of board and advisory committee meetings, including preparation and dissemination of background documents, hotel arrangements, etc.
- Ensures reporting obligations to Panama relevant bodies are completed in a timely and accurate fashion.

Human resources and administration

- Oversees recruitment of staff, consultants, interns and volunteers
- Maintains personnel files, health benefits and other insurances updated.
- Applies Panama's relevant employment law to FRIDA HR policies
- Maintain basic administrative systems for the Fund, including information resources, general filing, electronic filing, personnel records, contracts and leases, subscriptions, insurance, etc.
- Ensures the effective development and administration of IT systems, such as databases, email, cloud filing, back-up and online communication tools including Skype, websites, and other web/video/audio conferencing systems
- Manage incoming telephone and mail communications.

Grants management

- Manage grant administration to organizations including overseeing grant contracts and wire transfers to grantee partners
- Oversee the reception of timely and complete narrative and financial reports from grantee partners
- Realizes random audits to grantees and provides financial support and training for grantees

QUALIFICATIONS

Experience

- Minimum 3-5 years prior experience in a senior management finance position, including at least 3 years with a nonprofit/philanthropic organization
- Minimum 3-5 years experience in financial management, in particular in the development, monitoring and reporting on the financial status of the organization and programs

Academic Qualifications:

- University degree in business, nonprofit management, accounting, finance or related field

Expertise & Skills:

- Knowledge of and experience in applying accounting procedures and protocols in budget administration and financial forecasting, analysis and reporting.
- Excellent organizational skills, and demonstrated ability to create and implement new systems that keep the Fund running smoothly, while also accounting for differing work styles and remote locations of staff.

- Strong donor and funder management experience
- Excellent written and oral communication, presentation and negotiation skills.
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making and critical thinking skills.
- Proficiency with computerized financial systems, such as accounting programs, databases, payment processing, excel spreadsheets, payroll services.
- Experience in preparing for and coordinating financial audits.
- Ability to work remotely, with little supervision and able to meet deadlines comfortably.
- Fluency in English and Spanish.
- Experience in scheduling and organizing events.
- Flexibility, adaptability and willingness to take on a wide range of tasks.
- Ability to handle confidential matters.
- Enthusiasm for working with young organizations/start-ups.
- Knowledge and interest in women's rights and feminism and commitment to the mission and goals of the Fund.

Assets:

- Experience working in a women's funds or an international organization with staff in multiple countries.
- Knowledge of finance and accounting regulations in the US (US GAAP) and international auditing standards.
- Experience working with multiple currencies.
- Courses or certificates in executive leadership, women's/feminist studies, financial management and human resource management.
- Ability to communicate also in French, Portuguese, Arabic or Russian.
- Young woman and transgender youth under the age of 28 are strongly encouraged to apply.

HOW TO APPLY

Please send:

- 1) Cover letter (addressing how you meet the necessary qualifications and outlines why you want to work for FRIDA)
- 2) Resume or CV
- 3) List of three references

E-mail: recruitment@youngfeministfund.org

Please include Finance and Administration Manager in the subject line.

No phone calls please. Only email applications will be accepted. We thank all who apply, but only shortlisted candidates will be contacted. FRIDA encourages, promotes and supports diversity in all aspects of its work.

To learn more about FRIDA, please visit our website at <http://youngfeministfund.org/>