



POSITION: Director of Finance and Administration
REPORTING TO: Executive Director
REMUNERATION: Negotiable
LOCATION: West Africa (Remote)
START DATE: ASAP



Background

ISDAO is an activist-led fund dedicated to strengthening and supporting a West African movement for gender diversity and sexual rights by adopting a flexible approach to grant-making and building a culture of philanthropy committed to human rights and social justice.

Context

Reporting to the Executive Director, the Director of Finance and Administration will provide overall leadership on financial management, administration and operations for a growing, complex regional organization. The Director of Finance and Administration will lead all day-to-day operations of the organization, including payment processing, budget development, monitoring, analysis and reporting, accounts payable and receivable, human resources, payroll, operations, maintaining general ledger, audit preparation, and relationships with bankers, technical service providers and other providers of goods and services. The Director is also charged with developing and implementing policies, procedures, and systems to strengthen the infrastructure for ISDAO's work in order support the organization's transition and improve our ability to meaningfully and more effectively advance work towards our mission.

This is an outstanding and unique opportunity for a proactive, entrepreneurial hands-on finance, administration and operations specialist who is excited about being a part of advancing justice, equity and inclusion in West Africa, who understands the requirements and needs of a growing West African philanthropic organization, and who will bring a successful track record of creative problem-solving, building and strengthening organizational systems to ISDAO. The Director of Finance and Administration will be a part of ISDAO's executive leadership team.

ISDAO identifies as a feminist institution, as an activist-led fund, and as a participatory grantmaker. ISDAO is committed to building ideologically principled movements for sexual and gender diversity in West Africa.

ISDAO is also committed to the values of autonomy, inclusivity, diversity and intersectionality. The Director of Finance and Administration is an ambassador of these values and these principles and is thus expected to consistently develop and implement strategies and programs that represent ISDAO in ways that are consistent with these values and principles.

Key Performance Areas

Accounting, Budgeting and Financial Management

- Provide oversight for all financial operations, including accounting, budgeting, investment management, financial reporting and control, cash flow management, forecasting, short and long-term financial planning.
- Ensure ISDAO's compliance with financial requirements and procedures.
- Prepare financial reports and statements, in accordance with the relevant accounting standards.
- Report regularly on ISDAO's annual budget to ISDAO's Executive Director and governing body, and ensure that accounting practices are appropriate and cost effective.
- Prepare quarterly financial reports for review by the Board.
- Develop annual and multi-year projections, budgets, and lead the organization in annual budget scenario planning.
- Lead the development, finalization and periodic revisions of financial management procedures and related policies.
- Develop budgets, assumptions and budget narratives for ISDAO proposals for funding.
- Prepare all financial requests to donors, including but not limited to requests for disbursements, reallocation of funds, and no-cost extensions.
- Prepare, review and submit financial reports to ISDAO's donors.
- As part of the Finance & Administration team, implement daily accounting functions, in accounts receivable, accounts payable, payroll, financial reporting, and monthly close process.
- Ensure efficient and effective management of ISDAO's bank accounts.
- Monitor payments and lead the process of payment by making sure they are made on time.
- Provide training and technical assistance to staff members on budgeting and budget development, as needed.
- Recruit, hire and supervise other Finance & Administrative staff, including Finance & Administration Officer.

Compliance, Monitoring and Controls

- Ensure that ISDAO is in full compliance with local laws, rules and regulations, in all of its programs and operations.
- Ensure that ISDAO's utilization of grants received is in compliance with restrictions and requirements of donors.
- Evaluate the effectiveness of the internal controls necessary in accordance with legal obligations and the requirements of donors.
- Ensure internal controls and reconciliation for receipts, invoices, credit card reconciliation, etc.
- Establish the annual internal and external audit plan for the organization and grantee partners.
- Develop cash projections and effectively manage cash flow.
- Analyze the financial structures and organizational patterns of the organization and the grantee partners to identify and assess financial accounting and organizational risks.
- Provide oversight of the Annual organizational audit and all other audits and implement recommendations from the external auditors.
- Ensure the dissemination of audit reports and results and the implementation of audit recommendations.

Operations

- Lead the development and implementation of risk management/risk mitigation framework and strategies.
- Lead the development of key finance and operations policies and procedures, including procurement and asset management.
- Ensure that the organization is in compliance with procedures.
- Review draft contracts, agreements and other expenditure authorization documents.
- Undertake administrative procedures required for the acquisition of goods and services.
- Verify that invoices and statements of account are in accordance with signed contracts and agreements.
- Maintain assets register and ensure that all assets are insured and tagged.
- Serve as the main point of contact for all contracts and relationships with service providers providing operational and administrative goods and services, including insurance, equipment vendors, information systems, etc.

Human Resources

- Participate in the development of human resources policies procedures.
- Ensure compliance with established policies and procedures and compliance with human resources management legislation.
- Manage staff payroll and ensure compliance to tax regulations.
- Ensure the regular maintenance of mandatory personnel management records.
- Ensure the proper maintenance of the personnel file.
- Participate in the vetting and contracting of technical consultants; oversee technical consultant contracts, including review of contract terms and conditions and compliance with applicable laws.
- Work with Executive Director on annual compensation analysis and decision making.

Grants Management

- Participate in the finalization of ISDAO's grants manual and associated documents.
- Participate in the implementation of grant management policy as well as development or revision of ISDAO's grants programs.
- Identify and develop best practices and guidance for grantee partner's accountability and compliance with grant agreements.
- Support capacity strengthening and training to expand staff and grantee partners' understanding, integration and adherence to organizational policies and procedures.
- Support ISDAO grants team and finance staff in the review and assessment of grantee partners' financial management systems, financial reports and audits.
- Support the grants team to ensure continuous monitoring of grant making budget.
- Participate in learning and exchange with peer funders and grantmaking organizations to acquire knowledge and tools to improve ISDAO's internal processes and grants management.

Leadership

- Actively engage in strategic and operational planning and help measure and track results.
- In partnership with the Executive Director, respond to any requests for financial, administrative and operational information from ISDAO current, past or prospective donors.
- In partnership with the Executive Director and the governing body, facilitate the development of plans and strategies for organizational sustainability, resource mobilization and long-term financial resilience.
- Introduce and analyze financial and operational considerations into decision making.

- Lead the implementation of organizational strategy in Finance & Accounting.
- Identify areas for greater efficiency and improvements and actively work towards streamlining, reducing backlogs and implementing new processes to improve workflow.
- Incorporate technology considerations and innovations and introduce and lead the piloting and implementation of new processes.
- Continuously improve administrative, operational and account systems, including but not limited to financial management, staff benefits, grants payment processing and grants management, payroll, accounts payable, purchasing, etc.
- Remain current and knowledgeable about legal, accounting, tax, and public policy matters related to foundations and philanthropy, especially within the West African context.

Requirement and Qualifications

Required

- Minimum of 7 years of work experience in financial management, particularly in accounting systems, financial management, audit, compliance, budget and resource development, financial control and reporting.
- Minimum 3-5 experience in a senior management finance position, including at least 3 years at an NGO or philanthropic organization.
- Broad knowledge of the West African context and/or experience working in Anglophone and Francophone West Africa.
- Bachelor's degree in Accounting, Finance, or related degree as a minimum; Master's Degree or Certification in a related field preferred.
- Knowledge and application of Generally Accepted Accounting and Auditing Principles (GAAP) and laws, rules, and regulations, and in financial audits of donor-funded projects.
- Proficiency with computerized financial systems, such as accounting programs (especially QuickBooks), databases, payment processing, excel spreadsheets, payroll services.
- Experience developing financial, administrative and operational policies, processes and structures within a NGO, civil society organization or philanthropic institution.
- Ability to anticipate and support the infrastructure and systems needs within a growing, complex, regional, multi-country civil society organization with a distributed team.
- Demonstrated capacity to think strategically and utilize data for complex problem solving, scenario planning and decision-making.
- Ability to translate financial concepts and to effectively collaborate with colleagues who do not necessarily have finance backgrounds.
- Strong communication and interpersonal skills with proven ability to work in small teams, as well as lead, develop, and mentor staff across the organization.
- Ability to work remotely, independently, and able to meet deadlines.
- Flexibility and openness to new ideas and ways of working.
- Excellent communication and relationship-building skills with strong ability to prioritize, negotiate, and work collaboratively with a variety of internal and external stakeholders.
- Excellent organizational skills and demonstrated ability to create and implement new systems that keep the organization running smoothly.
- Strong sense of initiative and self-motivation and be able to work independently with strong project management, time management, work planning and scheduling skills.
- A commitment to movement building and feminist and social justice principles.
- Ability to travel within and outside of the West African region.
- Ability to work and communicate fluently in French or English and openness to learning the other language that they are not fluent in.

Desired

- Demonstrate strong knowledge of, and passion for LGBTQ issues as well as organizations, networks and movements related to LGBTQ activism in local, national, regional and/or global contexts.
- Bilingual - fluent in both English and French (spoken and written).
- Previous experience working in a grant-making or donor institution focused on LGBTQI issues, sexual and reproductive health and rights, human rights, and/or gender.
- Demonstrated experience in grants management and grants operations.
- Demonstrated experience in managing or coordinating operations within a regional or international NGO or philanthropic institution.
- Previous experience working in multi-country and/or regional projects or organizations.
- Previous experience working remotely or with a team located in different countries.

Key Considerations

Priority will be given to West African nationals from ISDAO focal countries that are currently less represented within the staff, including Benin, Burkina Faso, Côte d'Ivoire, Ghana, Liberia, Mali, Senegal and Togo. Candidates from other West African countries, as well as West Africans in the diaspora can also apply.

Candidates must be prepared and willing to relocate to a West African country if they are not currently living in the region.

As a West African LGBTQI activist-led organization, ISDAO actively seeks to recruit individuals who identify as part of LGBTQI communities and movements within the region. This is particularly important for executive leadership roles. We thus are particularly interested in candidates who not only have the technical expertise and professional knowledge required but also familiarity, relationships and lived experience within the community and within the movement.

Applications from LBQ women, transgender, non-binary and intersex persons are highly encouraged.

How to apply

Interested applicants should submit the following by e-mail to loba@ngorecruit.com quoting reference number **NIS001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with ISDAO's mission and the unique qualities you will bring to this role

Application Deadline: 19 September 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about ISDAO, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).