



POSITION: Finance Specialist

REPORTING TO: Senior Manager

REMUNERATION: Competitive

LOCATION: Gaborone, Botswana (Option for remote work)

START DATE: ASAP



Background

Youth Impact's mission is to connect youth to proven life-saving information. Our vision is to enable over 1 million youth to thrive through the delivery of multiple evidence-based programs. We are at an inflection point in our growth: we have over 240 staff, three programs in health and education and a cumulative reach of nearly 100,000 youth in 10 countries. Our culture is unique: we are always learning, have a dynamic, youthful team, a fierce commitment to measurement and evidence, and work hand-in-hand with the government. On a given day our leaders will sing and dance, negotiate MOUs, and spend dedicated time with the field team in schools.

About the Role

As the Finance Specialist of a growing & dynamic International Non-Governmental Organisation (INGO) you will assist with all of the facets of the Finance function and to support the overall success of the Department. This includes, but not limited to routine financial management, risk management, ensuring compliance with internal policies and procedures, grants administration and financial reporting.

Primary Duties and Responsibilities

The successful applicant will be required to complete the following tasks:

- Assists in overseeing the management of routine finance functions including timely recording of transactions and completion of month-end processes and related reporting.
- Prepares payroll schedules and initiates payroll processing; supports annual tax filing, ensuring compliance with applicable legislation.
- Participates in grant management. Leads compliance with grant agreements and requirements, including tracking expenditures and preparation of financial reports for donors. Liaises with donors as required.
- Prepares project budgets and financial data for donors and grant proposals.
- Builds readiness and infrastructure to support efficient and effective compliance with bilateral, multi-literal and Development Agencies such as USAID, UN, FCDO and other government grants.
- Assists with providing oversight on global operations, including financial oversight over global partners, subgrantees and Innovation hubs.

- Provides operational recommendations aligned with organizational objectives and strong financial management.
- Assists in the development and implementation of policies and procedures to ensure compliance with local legislation and donor agreements.
- Completes financial reporting as required on an ad hoc basis including responding to donor reporting requests and other external reports.
- Develop organizational fiscal and program budgets. Assist in budget monitoring, quarterly forecasting updates and variance analysis.
- Lead the audit processes, liaise with auditors to ensure quality audits are undertaken in an efficient and timely manner.
- Engages externally, with auditors, banks, and auditors as required.
- Works directly with the Senior Manager, Finance & Operations, Executive Director/Managing Director on special projects.
- Candidate should be willing to travel to the Head office at “Key Moments” to support ongoing workflows as required from time to time.

Required Skills and Experiences

- Bachelor’s degree (Accounting or Finance, or similar qualifications required).
- Additional professional certificates such as CIMA/ACCA or related courses are considered an asset.
- Relevant work experience of three years or greater is required. Previous experience managing large grants from International Development Bodies will be an asset.
- Previous experience managing USAID-funded projects and knowledge about US Government rules and regulations is a requirement for this position.
- Proficiency in Pastel or similar packages required.

Characteristics

- Attitude: Dedicated and hard-working with excellent ownership and accountability.
- Energy & motivation: Enthusiastic, youthful, energetic, innovative; goal-oriented self-starter. Willingness to go the extra mile.
- Analytical skills: Analytical & problem-solving abilities are required.
- Organizational skills, ability to prioritize projects & manage time & resources effectively. Ability to exercise logic & good judgement.
- Technical skills: Excellent MS Excel skills, good understanding of accounting, reporting standards & Microsoft Office required.
- A Class B Driver’s License is considered an asset.

Reporting Structure

- The Finance Specialist will work closely with the Senior Manager, Finance & Operations, Finance Associates, Senior Finance Officers, and Program Finance Officers as part of the finance team.

How to apply

Interested applicants should submit the following by e-mail to vaneshree@ngorecruit.com quoting reference number: **NYI002**

- A CV in Word or PDF format (please include 3 references).

- A 1-page cover letter outlining how your skills and experience align with Youth Impact’s mission and the unique qualities you will bring to this role.

Application Deadline: **15 November 2024**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about Youth Impact, visit their [website](#), [Twitter](#) and [LinkedIn](#) account.