



DIRECTOR, FINANCE & ADMINISTRATION

J-FLAG is seeking to employ a dedicated and multifaceted individual in the capacity of Director - Finance & Administration with responsibility for the organization's finance, business planning and budgeting and administration.

Application Deadline: September 23, 2015
Start Date: October 5, 2015
Expected Duration: 1 year with possibility for renewal.

Background

J-FLAG is the foremost organisation advocating for and working to improve the human rights situation of lesbian, gay, bisexual and transgender (LGBT) persons. The organisation promotes social change by empowering the LGBT community, and building tolerance for and acceptance of LGBT people to increase tolerance and create the foundation for policy and legislative reform.

DIRECTOR, FINANCE & ADMINISTRATION

The Director of Finance and Administration will be responsible for the organization's finance, business planning & budgeting and administration and will have supervisory responsibilities for the Finance & Administrative Officer and Administrative Assistant. The successful candidate will be a hands-on and participative manager and will report to the Executive Director.

The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as J-FLAG continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

KEY RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Develop, analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donors, and oversee all financial, project/programme and grant accounting.
- Develop Quarterly projections and cash flow to guide programme implementation
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the Board of Directors.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director and Director of Projects & Strategy; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Manage the procurement of all goods and services ensuring proper procedures are followed.
- Prepare monthly staff payroll

- Ensure filing of monthly and annual statutory payments are filed on time.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the Finance & Administration Department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Board of Directors.

ADMINISTRATION

- Manage the development of a Standard Operating Procedures Manual
- Work closely with landlord to manage the maintenance and upkeep of the physical space
- Further develop J-FLAG's administration, compensation and benefits, performance evaluation, training and recruitment processes, ensuring that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

QUALIFICATIONS & REQUIRED COMPETENCIES

- Minimum of a Bachelors in Accounting, or Banking & Finance, ideally with an MBA/CPA or related degree
- At least 5 years of overall professional experience; ideally 3+ years of senior financial and operations management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants/financial management
- Experience using accounting systems such as QuickBooks, and Peachtree
- Knowledge of and experience with accounting techniques including receivables, payments, payroll etc
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of J-FLAG

PERSONAL CHARACTERISTICS

The Director of Finance & Administrative should demonstrate competence in some or all of the following:

- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a constantly changing work environment while maintaining effectiveness and efficiency.
- Alertness: Ability to monitor and proactively assess developing situations and find quick solutions.

- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour is consistent with these standards and aligns with the values of the organisation.
- Build Relationships: Establish and maintain positive and productive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- Communicate Effectively: Speak, listen and write in an articulate, direct and positive manner.
- Detail-oriented, Patient and Focused: Ability to concentrate on detailed financial record-keeping and reporting.
- Fostering Teamwork: Work cooperatively and in consultation with staff members; encourage staff members to communicate effectively and courteously at all times.
- Leadership: Positively influence others to achieve results that are in the best interest of the organization.
- Decision-making: Assess situations speedily to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.
- Organisation: Set priorities, develop a program work plan, monitor progress towards goals, and track details and results.
- Solve Problems: Assess challenging situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem. Analytical judgement and ability to work under pressure and meet deadlines

J-FLAG is committed to achieving diversity in its workforce in terms of gender, sexual orientation, and age. All applications will be treated with the strictest confidence.

INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A COVER LETTER AND CURRICULUM VITAE TO THE EXECUTIVE DIRECTOR - DANE LEWIS AT JOBSATTHEFORUM@GMAIL.COM BY 3PM ON SEPTEMBER 23, 2015.