



Job Description

1. NAME:
2. POSITION TITLE: Finance Manager
3. POSITION CLASSIFICATION: D
4. LOCATION: Flexible
5. REPORTING RESPONSIBILITIES:

The reporting responsibilities of this position are as follows:

Reporting to;	
<u>5.1 Direct Reporting Line</u>	<u>Reporting Areas</u>
Director of Finance	All matters
<u>5.2 Functional Reporting Line</u>	<u>Reporting Areas</u>

- Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.
- Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.

Reported by;	
<u>5.3 Direct Reports</u>	<u>Reporting Areas</u>
Accounting Coordinator	All matters
	All matters
<u>5.4 Functional Reports</u>	<u>Reporting Areas</u>
None	Not applicable

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
- Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.

6. OVERVIEW

The Finance Manager is a key professional responsible for ensuring the financial health of the organization. They conduct accurate data analysis and offer advice to relevant staff and Board as required on strategies to secure the long-term financial health and sustainability for AWID. As part of the Finance team, they carry out a range of finance functions, specifically analyze everyday financial activities and subsequently lead processes to improve AWID's financial



systems and to provide advice and guidance to relevant staff, including specifically senior management, on current and future financial plans and operations.

The goal is to enable AWID management to make sound financial decisions and meet its strategic objectives. In this role, the Finance Manager will utilize their expertise in financial analysis and strategic planning. By analyzing day-to-day financial activities with precision, and providing valuable insights and recommendations to AWID teams and leadership. Monitoring financial performance, identifying areas for improvement, and capitalizing on opportunities will be integral parts of this role's responsibilities.

The Finance Manager will collaborate on detailed budget monitoring, and serve as the point of contact for staff to access and participate in the financial work of the organization, and to carry out their own responsibilities regarding planning, monitoring and management of budgets. This role reports to the Director of Finance, and coordinates and liaises across all staff teams.

7. RESPONSIBILITIES

Accounting

- Lead the day-to-day accounting functions including the month-end close
- Lead financial accounting, accounts payable, budget, and cash receipts
- Lead the accounts payable functions – payments, entries, documentation, ongoing reconciliations, ensuring accuracy, and troubleshooting issues
- Lead the month-end accounting processes – schedules for AP, allocations, journal entries, capital depreciation, funding allocations, etc.
- Lead in preparing and producing monthly financial statements
- Support the Director of Finance in preparing for the annual audit, tax filing, and other required government filings.
- With Finance Team, ensure timely processing of all payments, including vendors, reimbursements, and grant payments

Budgeting and financial reporting

- Manage cost allocations to funds and oversee accuracy of journal entries including income recognition, accounts payable and payroll journal and benefit accrual entries.
- Contribute to the development of and facilitate the monitoring of the annual organizational budget
- Develop and lead the regular budget monitoring activities with staff
- Carry out financial management and organizational financial reporting as well as project reporting including any and all required reporting for incubated projects.

Resource mobilization and donor reporting

- Support the Resources Mobilization (RM) team with budgets for fundraising proposals
- Ensure the provision of accurate and up to date information for donor budgets and reporting purposes.
- Ensure appropriate documentation is prepared and maintained to submit grant reports, liaise with auditors for annual audits, and tracking of donor deliverables
- Track, monitor and take action on funder contract requirements and timelines and assists with coordination with the RM team



Organizational leadership, team development and support

- Promotes an organizational culture of high performance, constructive feedback and continuous improvement that values learning and commitment to quality
- Provides support, guidance and coaching to the team as applicable
- Contributes to the development of a high quality team in the organization through participation in recruitment, evaluation and career development
- Contributes to shared leadership and participatory processes
- Participates actively in organizational meeting venues (staff meetings) and relevant Working Groups
- Seeks guidance and work towards setting and meeting own SMART performance objectives
- Develops and monitors individual work plan documenting timelines, requirements and deadlines
- Maintains collaborative relationships with staff across AWID to facilitate contact and communication
- Explore and implement new ideas for improving management of duties, and enhancing own capacity in consultation with the Finance Director
- Carry out any other relevant tasks as required by, and mutually agreed with the Finance Director

Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organization such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.

POSITION SPECIFICATIONS:

Essential Values and Competencies

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism, anti-oppression.
- Transparency and Accountability
- Critical thinking and analysis
- Strategic risk management
- Build strong and genuine interpersonal relations
- Self awareness and insight

Essential Knowledge, Skills, Abilities & Experience

- At least 5 years experience working with non-profit organizations or in a similar accounting role, and working in a multicultural team
- Substantial work experience with transaction processing using integrated, automated accounting systems with a comparable level of complexity to the QuickBooks online system; a proven track record of problem-solving skills in an automated accounting environment; experience with QuickBooks is desirable, but not required.
- Knowledge of accounting, finance, and budgeting principles including GAA and experience with non-profit financial management and accounting.



- Knowledgeable about accounting practices and standards.
- Demonstrated capacity to think strategically, expertise in complex problem solving, decision making and critical thinking skills, displays good judgment
- Demonstrated project management experience; ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines
- Strong verbal and written communication skills including conveying messages clearly and editing text in English; Spanish, French or other language skills an advantage
- Ability to work in dynamic and responsive environment with diverse stakeholders
- Excellent interpersonal understanding, relationship building and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning and relationships
- Able to travel internationally (approx. 2 weeks per year/if and when international travel resumes)
- Able to work remotely as part of a virtual team

Desirable Knowledge, Skills, Abilities & Experience

- University degree in Accounting or equivalent in community-based or other knowledge processes
- Academic courses or community learning in non-profit financial management is an asset
- Knowledgeable and comfortable with using social media tools
- Background in feminist and social/economic justice activism