IYAFP is a trailblazer in the field of SRHRJ. As one of few global organizations that exist for young people, entirely led by young people, we play a strategic role in elevating the voices of young people. We leverage youth energy, creativity and expertise to improve advocacy and set a fully youth-led agenda. Our values-driven community and geographic diversity position us as a coordinating mechanism for global movement-building in SRHRJ. The basis of our work lies in the fundamental human right of all young people to access their SRHRJ.

Scope of Work

The Finance Officer will be responsible for financial management and reporting to ensure effective and efficient utilization of resources in line with financial management policies and procedures and contractual obligations of IYAFP. The Finance Officer will produce regular reports of the financial status of different projects and lead in compliance with government regulations on financial management for nonprofit organizations.

Objectives

1. Provide leadership on financial reporting according to contractual obligations and government regulations.
2. Support budget tracking and financial management.
3. Provide advice on the effective and efficient management of funds and produce timely financial reports for decision-making.
Duties and responsibilities

1. Financial Management and Reporting

   a. Manage accounts payable and accounts receivable.
   b. Manage all financial data entry.
   c. Reconcile all bank accounts.
   d. Process end of month journal entries.
   e. Maintain complete filing system to support financial records.
   f. Manage and maintain financial reporting requirements for the IRS.
   g. Prepare and submit monthly Business Activity Statements.
   h. Prepare financial reports and Grant acquittals.
   i. Prepare company accounts for annual audit.
   j. Assist with budget preparation and budget tracking.
   k. Grant reporting.
   l. Develop and improve financial processes according to existing policies.

2. General

   a. To attend regular meetings with the Executive Director and other members of the Executive Team. The position is likely to require occasional attendance at evening and weekend meetings and events. The postholder will be expected to attend whenever reasonably practicable.
   b. To contribute positively to the effectiveness and efficiency of the teams in which they work.
   c. To undertake other duties as needed which are commensurate with the role, including project work, internal job rotation and absence cover.
   d. To uphold IYAFP values by positively promoting and representing IYAFP.

Reporting

This consultant will report to the Executive Director.

Timeline

The timeline for services will cover from September until the end of November 2021.

Benefits

- Remote work
- Mostly flexible hours
- Paid position
Qualifications

Essential

- Certificate in Bookkeeping or degree in accounting, finance or business.
- Minimum of two years of experience in similar positions; experience in nonprofit organizations is ideal.
- Experience in delivering high-level financial reports to key stakeholders.
- Proficiency in Microsoft Office programs, including Word, Excel, Skype and PowerPoint, and other project management software.
- A proven track record of working independently to manage the accounts recording and financial reporting requirements of an organisation.
- Attention to detail.
- Information collation and monitoring.
- Problem analysis and problem-solving.
- Fluent in English, with strong oral and written communication skills.
- Planning, organization and interest in process improvement.
- The ability and willingness to work positively as part of a dynamic team
- Confidentiality and integrity.
- Experience working or volunteering with youth-led organizations.
- Ability to work remotely and independently on deliverables with little direct supervision.
- Ability to promptly respond to all forms of online communication.
- Youth (under the age of 30).

Desired

- Fluency in French and/or Spanish.
- Experience with Quickbooks or other accounting software.
- Experience communicating financial information in a friendly way.

Competencies

- Adaptability
- Initiative
- Attention to detail
- Financial reporting

How to Apply

Complete the assignments and apply here: Assignments

For any questions, please contact ajarandilla[at]iyafp.org