

## **Job description**

### **Job Title: Head, Finance & Administration**

#### Overview:

Reporting to the Chief Executive Officer (CEO), the successful candidate will be a strategic thought-partner, hands-on and participative manager, and will lead and develop an internal team to support the following areas: finance and governance, business planning and budgeting, human resources, administration, and IT.

He/she will play a critical role in partnering with the Board and senior leadership team in strategic decision making and operations. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen ABLE's capacity to deliver greater impact to the physically challenged community we serve.

This position plays a crucial role in overseeing the financial health of the organization, managing financial risks, overseeing administrative functions, and ensuring compliance in relation to regulations of a nonprofit organisation.

#### Key Responsibilities:

#### **Financial Management and Governance**

- Analyse and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/programme and grants accounting.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO and the Finance & Investment (F&I) committee of the board of directors; administer and review all financial plans and budgets; manage organizational cash flow and forecasting; and keep senior leadership team abreast of the organization's financial status.
- Coordinate and lead the annual audit process, liaise with external auditors and the Governance & Audit (G&A) committee of the board of directors; assess any changes necessary.
- Strengthen the 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 department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Maintain the donor management system and ensure that records are accurate and up to date; ensuring that donors receive their tax-deductible receipts on a timely basis.
- Ensure compliance with regulatory requirements, accounting standards, and code of governance policies (e.g. Charities Act, Personal Data Protection Act, etc).
- Work with the CEO and respective HODs to develop, prepare and organise materials for fund raising proposals including grant applications and monitoring compliance of KPIs.

### **Human Resources, Technology and Administration**

- Further develop the human resources and administration function, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive onboarding and training programme to enable employees including staff tools, policies, and procedures.
- Work closely and transparently with all external partners including third-party IT vendors and business consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales, including facilities management, office operations, office supplies and equipment.
- Supervise, mentor and develop the Finance & Admin team.

### **Qualifications**

- Minimum of Bachelor in Finance/Accounting, ideally with an CA/CPA or related degree.
- At least 10-15 years of overall professional experience; ideally 5 years of broad financial and operations management experience.
- At least 2 years in a leadership role, ideally in nonprofit sector / charity organisation.
- Has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for a business unit or significant division, and has preferably overseen a human resources function previously
- Technology savvy with experience selecting and overseeing software installations and managing relationships with IT vendors; knowledge of accounting and reporting software
- Working knowledge of the Charities Act, and other nonprofit regulations and compliance is preferred.
- A track record in grants management will be an advantage.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- A team player with 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 serving the marginalised and vulnerable.