



BRAC USA

Finance and Administration Professional

September 2015

Organization

BRAC, the largest non-profit in the developing world, was launched in Bangladesh in 1972 and today reaches more than 135 million people in Africa, Asia and the Caribbean through its programs that address poverty by providing micro-loans, self-employment opportunities, health services, education and legal and human rights services. BRAC USA, founded in 2006, raises awareness and funds, makes grants, and provides strategic and program services to support BRAC's global expansion and influence the work of development organizations around the world.

BRAC's vision is to improve the health, wealth and well being of millions of the poorest families primarily in Asia and Africa. BRAC's work gives people a chance to transform their lives through wider opportunities. BRAC invests in training and building human capacity in each country where we work. We organize the most vulnerable, particularly poor women, for their own self-empowerment, rights, protection, work and collective voice, enabling them to fully develop themselves and contribute to their communities.

Position Description

The Finance and Administration Professional will be a strategic thought-partner, and report to the President & CEO. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance and compliance, business planning and budgeting, human resources, administration, and IT.

The Finance and Administration Professional will play a critical role in partnering with the senior leadership team in strategic decision making and operations as BRAC USA 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.

Responsibilities

Financial Management and Compliance

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance & audit committee of the board of directors; assess any changes necessary.

- Oversee and lead annual budgeting and planning process in conjunction with the President & CEO; 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.
- 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 BRAC USA's overall finance policy and procedure manual.
- Ensure legal and regulatory compliance for all financial functions.
- Effectively communicate and present the critical financial matters to the board of directors.
- Manage one full-time finance associate (bookkeeper); hire and retain support staff as needed in the future.

Human Resources, Technology and Administration

- Further develop BRAC USA's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure 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

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad 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, and has preferably overseen a human resources function previously
- 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 management, including management of U.S. federal government grants as well as other institutional donor grants
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities

- 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 BRAC USA

Location: New York, NY with possible travel required to any of the countries where BRAC operates in Asia, Africa and the Caribbean as needed. Interested candidates should send a cover letter, CV, references and salary requirement & history to jobs@bracusa.org.