

## **GLOBAL SR. DIRECTOR OF FINANCE AND ADMINISTRATION**

The Global Director of Finance & Administration is a strategic thought-partner and a hands-on and participative leader responsible for the financial and administrative business management of the Global Asante Africa Foundation Organization. Reports directly to the Chief Executive Officer and functioning as a member of the senior management team, responsible for instituting systems that provide effective internal management.

This position is responsible for the accounting, financial reporting, budgeting, tax compliance, investments, insurance, talent management and audit functions of the organization. The position ensures that there are effective financial and accounting system controls and standards in place and is also responsible for managing the administrative, talent management and information technology systems of the organization. The accountability of this position is to drive excellence in business operations, finance, systems and processes while maintaining a reasonable cost structure.

The Director of Finance & Administration is a member of the Senior Leadership Team and plays a critical role in strategic decision making and operations as Asante Africa Foundation continues to enhance its quality programming and build capacity. Your leadership, management and knowledge will enable the USA and East Africa organization to deliver high-quality programs and continuously work toward improving the impact with efficiency and effectiveness. This position works closely with the Global CEO and East Africa Country Managers and Controllers to support the fiduciary and organizational compliance responsibilities of the Board of Directors.

### **About Asante Africa Foundation**

Local implementation teams in Kenya and Tanzania, and globally guided Boards ( KE, TZ, USA) the Asante Africa Foundation is recognized for delivering educated resilient East African youth who can confidently address life's challenges, thrive in the global economy, and catalyze positive change. Our youth enter into the community capable of managing obstacles and opportunities as they arise. We tackle complex system level challenges that girls, boys, and particularly vulnerable rural youth face. Our three main programs are: Girls' Advancement, Accelerated Classroom Learning, and Youth Leadership, Job Readiness and Entrepreneurship. Foundational to all areas are Community and Parental Engagement, Teacher's Training, and Community Reinvestment or Pay It Forward. We align and partner with government organizations at every level and have deep program activity in 4 Tanzania regions and 15 Kenya counties, with seeds planted in several additional regional counties (11 TZ | 28 KE).

### **IMMEDIATE RESPONSIBILITIES:**

#### **Financial Systems Management**

As the Global finance leader this person will provide oversight and leadership of preparation of financial statements for daily, monthly, quarterly and annual financial reporting for all international subsidiaries. In addition, this position is responsible for managing and ensuring quality of internal financial controls and international operations. This position oversees country specific statutory audits outside of the U.S.

- Leading and guiding international operations for statement preparation, internal controls and reviews, financial standards and audits.
- Oversee financial statement preparation ensuring international subsidiary ledgers and reports are closed in a timely and accurate manner.
- Review all international controls and propose and implement new and amended control procedures.
- Ensure that international finance teams are preparing financial information monthly/quarterly/annually using approved company financial reporting tools.
- Coordinate and manage internal subsidiary audits annually. Oversee country specific statutory audits of countries in which the company does business.
- Ensuring compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements.
- Updating, documenting and implementing all necessary business policies and accounting practices to improve the finance department's efficiency and financial controls.
- Providing financial information to meet the needs of managers including producing customized financial reports, costing templates, trend analysis on an as needed, monthly, quarterly and annual basis.
- Preparing the Annual Report and Treasurer's narrative for Board meetings
- Preparing, communicating and presenting critical financial matters to the Finance Committee and the Board of Directors.
- Coordinating and leading the annual audit process including liaising with external auditors and the Finance Committee of the Board of Trustees.
- Overseeing and leading the annual budgeting and planning process in conjunction with the Senior Leadership Team.
- Administering and reviewing all financial plans and budgets; monitor progress and changes and keeping the Senior Leadership Team abreast of organization's financial status.
- Managing organizational cash flow and forecasting and oversight of all bank accounts and investment vehicles to maintain adequate working capital and return.

### **LONGER TERM SCOPE INCREASE RESPONSIBILITIES BASED ON TALENT AND INTEREST**

#### ***Develops & Executed Business Plans***

- *Participates in developing and implementing a strategic plan that supports the organization's vision, mission, values and goals; translates the strategic plan to ensure support; and modifies the plan in response to changing internal and external factors.*
- *Participates with CEO, Board and other leadership team members in setting policies and determining strategies to meet or exceed revenue, profit, and cash flow commitments.*
- *Analyzes current and future trends and needs and accurately assesses functional responsibilities competitive strengths and vulnerabilities.*
- *Identifies opportunities for new value creation.*

#### **Talent Management**

*Responsible for the overall administration, coordination and evaluation of the organization's talent management function including:*

- *Developing and implementing strategies and enforcing department accountabilities around recruitment and staffing, employment processing, compensation, health benefits, training and development, records management, employee relations and retention and labor relations.*
- *Recommending changes and supporting the work of the Personnel Committee.*
- *Supporting management and employees by providing talent management advice, counseling and decisions.*
- *Maintaining knowledge of industry trends and employment legislation and ensuring compliance with federal and state legislation pertaining to all personnel matters.*
- *Communicating changes in personnel policies and other personnel procedures.*
- *Assisting management in the annual review, preparation and administration of wage and salary program, job descriptions and employee evaluation process.*
- *Supporting staffing by managing the document flow for hires, terminations, leaves, salary changes, special payments and ensuring that new hires have adequate workspace and office equipment.*

### **Technology**

*Responsible for the overall administration, planning, coordination of IT functions including:*

- *Analyzing organizational needs and recommending technical solutions.*
- *Developing and directing operations in executing technology policies and strategic plan.*
- *Maintaining and enforcing procedures around technology and telecommunication to protect organizational data.*

### **QUALIFICATIONS:**

#### **Minimum Education & Experience**

- Master's degree in Business, Finance and Project Management, or a related field from an accredited academic institution or University degree in the above fields with seven years of relevant professional experience.
- Minimum of five years of professional experience with at least five years in finance and accounting management (i.e., controller, assistant controller, finance/accounting manager). Minimum of three years of international finance/accounting management experience working for multi-national organization.
- Strong analytic and organizational skills; strong creative and innovative thinking skills
- Proven ability to work effectively in a complex collaborative environment, including international and government stakeholders.

***This Role is a Grooming position for Bigger Leadership Role Longer Term***

#### **Other Desired Skills/Competencies**

- **Financial Management.** Must have strong business knowledge and experience with the ability to provide reports and analysis of financial position and forecasts, develop and implement strategic plans within context of the larger picture.
- **Global Orientation.** Ability to develop relationships and convey respect with global staff and stakeholders

- **Communication Proficiency.** Having strong communication skills to manage the internal and external stakeholder expectation. Excellent English verbal and written communication skills are essential. Swahili communication skills desirable.
- **Technical Capacity.** Proficient with Microsoft Office including Excel for in depth and complex financial modeling, budgeting, and revenue (cash and accrual based) forecasting. Must be able to develop formalized business processes/plans. Proposal and final results report development required.
- **Performance Management.** Skill in planning, organizing, directing and coordinating a wide variety of activities. Politically savvy, strong influencing skills, diplomatic and effective
- **Personal Effectiveness/Credibility.** Adaptable “start-up” type of leader who is strategic in nature with ability to coach and mentor staff to continue to develop lean, efficient and effective systems and structures