

Lead of Finance & Operations

Location: Any country where the candidate has work authorization, we will however give higher preference to candidates from our operating regions of Sub-saharan Africa and South Asia.

Role Summary

The Lead of Finance and Operations will be a hands-on and participative manager and will lead and develop an internal vertical to support the following areas: finance, budgeting, human resources, administration, legal, and IT.

The Lead of Finance and Operations will play a critical role in partnering with the senior leadership in strategic decision making and operations as Kizazi continues to grow. This is a tremendous opportunity for an operations leader to maximize and strengthen the internal capacity of a fast growing global education non-profit.

Context

Kizazi is a global non-profit organization which works with local NGOs and governments to develop and spread new models for schools in under-resourced contexts. It has been developed by former leaders from Teach For All and Teach For India and its current core partnerships are in South Asia, West Asia and Africa.

Our work at Kizazi to develop breakthrough school models recognizes the importance of developing broader student outcomes and for education to be truly responsive to the context of the world and more specifically the context of children in the communities we serve. We know that education and schools today need to acknowledge and respond to the conflict, discrimination, trauma and adversity that children growing up in poverty endure.

Outcomes

The long-term impact of this role will be seen in developing Kizazi's finance and HR verticals which would ultimately contribute and position us to scale and reach millions of children across the world, supporting them to lead thriving lives.

The near-term outcomes of the role will be to set up robust structures for financial management and reporting, build and execute key HR and operational policies, and overall ensure smooth and efficient administration of internal operations.

Responsibilities

Financial Management

- Coordinate and lead the annual audit process, liaise with external auditors and board; assess any changes necessary
- Oversee and lead the annual budgeting process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership abreast of the organization's financial status
- Analyze and present financial reports in an accurate and timely manner; clearly communicate quarterly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all project/program and grants accounting.
- Manage organizational cash flow and forecasting
- Lead monthly payroll processing and record management

- Implement a robust contracts management and financial management/ reporting system with donors and other stakeholders
- Build and implement all necessary financial policies and accounting practices
- Effectively communicate and present the critical financial matters to the board

Human Resources, Technology and Administration

- Develop Kizazi’s human resources and administration by building and implementing policies and procedures around safeguarding, compensation and benefits, performance evaluation, recruitment and onboarding, and professional development
- Establish processes to ensure employees are up to date regarding staff tools, policies, and procedures
- Work closely with all administrative partners including third-party vendors and consultants
- Oversee administrative functions and facilities to ensure efficient and consistent operations as the organization scales
- Coordinate all legal and compliance areas
- Overall further build and drive an excellent human-centered culture in line with Kizazi’s values

Person Specifications

Area		Essential/ Desirable
Experience	• Evidenced track record of managing operations for complex projects	E
	• Experience of responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area	D
	• Overseen a human resources function previously	D
	• NGO or social sector experience	E
	• Experience of working internationally	D
Skills & Abilities	• Excellent planning and project management skills	E
	• Strong financial management and budgeting skills	D
	• Ability to present and interpret complex information	E
	• Excellent skills in basic microsoft excel and number crunching	E
Personal Attributes	• Comfort in multi-tasking and wearing many hats with great attention to detail	E
	• Adept at working independently with minimal support	E
	• Strong willingness to learn and upskill self in relevant areas to drive operational leadership for a fast growing startup	E
	• Comfort working in ambiguous, complex and changing environments of a start-up	E

While these are the specifications we are looking for in the person, we also believe that no one meets 100% of the listed qualifications. We are less concerned about whether you’ve done everything on a list of specific things and more interested in cultivating a diverse pool of candidates who have prior experience in a relevant role and who want to join a connected, mission-driven, hard-working team driven by equity.

Contractual Details

- Hours** Some unusual hours are to be expected given the virtual, global nature of the work.
- Compensation** Salary for this position is competitive and depends on prior experience & location

How to apply

You can apply by completing this Google Form [here](#).

Last date to submit application: 31st October, 2023

Other

We welcome applications from all sections of the community. Kizazi is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

Kizazi values diverse experiences and voices across multiple dimensions and is committed to cultivating a culture where all people count, feel they belong, and are valued for their contributions.

Kizazi is committed to safeguarding children. Background checks may be conducted as part of the hiring process. All team members are asked to agree to a safeguarding policy.

You can write to vaibhav.garg@kizazi.org in case of any queries.