

Call for Applications: Finance Officer

- Application deadline:** 20 May 2024
Location: Home-based / Remote
Time commitment: Full-time
Start date: 01 June 2024
Experience: Intermediate
Education: 4-Year Degree Required
Language required: English

Background and Position Summary

GATE is an international organization that advocates for equality and dignity for all, regardless of gender identity and expression. We coordinate the global trans movement, collaborating with trans-led organizations, strategic partners and allies, and critical global, regional, and national stakeholders to ensure our communities are not left behind.

GATE is a 501c3 organization registered in New York (USA). Our programs are organized around three main areas: Human Rights, Health, and Movement Building.

Global Action for Trans Equality (GATE) seeks a dedicated and detail-oriented Finance Officer to join our team. This role is integral to supporting GATE's financial operations, ensuring meticulous financial and grant management to support our mission of advocating for the rights and well-being of trans, gender diverse, and intersex communities globally. The Finance Officer will work closely with the Director of Finance and Operations and the Executive Director, playing a crucial role in financial planning, reporting, and management processes.

Responsibilities

GATE's Finance Officer reports to the Director of Finance and Operations and will be responsible for various day-to-day and long-term finance, accounting, and grants management activities. The Finance Officer is accountable for preparing, monitoring, managing and reconciling budgets and forecasts; oversight of financial transactions; developing grant proposals and financial reports, and maintaining appropriate documentation. They will also identify areas for improvement and suggest and implement ideas to improve existing procedures and structures based on knowledge of financial concepts, best practices and GATE's processes.

Budget and Financial Management

- Maintains and updates monthly grant and budget-to-actuals with the latest financial data; forecasts remaining expenditures; communicates updates to the Director of Finance and Operations and Executive Director; proactively identifies and takes needed action based on financial results; monitors and adjusts for any changes.
- Review and monitor grant expenditures monthly to ensure expenses are booked to the correct account and project and follow donor guidelines; proactively identify and make needed corrections.
- Give support for yearly budgeting.
- Maintain the filing system for reports and applicable documentation.

Grant and Proposal Management

- Collaborating with all relevant staff, understand proposal content and researching donor guidelines and preferences to prepare proposal budgets and modifications for review by the Executive Director and Director of Finance and Operations.
- Monitors grant milestones to ensure timely submission to the funder; identifies needs for extensions or budget realignment based on forecasts; coordinates needed modifications.
- Serves as primary liaison with Executive Director and Director of Finance and Operations to prepare and review funder financial reports; serves as the point of contact for questions on donor financial reporting and other grant requirements.
- Maintains tracking system and filing system for grants and proposals.

Financial Administration

- Reviews, prepares, processes, tracks and maintains appropriate documentation for all non-routine expenditures, including contract payments, travel, credit card requests, and reimbursement requests.
- Assist with problem-solving payment and accounting issues as they arise; monitor accounts payable, ensure timely and accurate payment of invoices and contract payment, following up with GATE's outside accounting firm as necessary.
- Maintains electronic finance files, reviewing regularly for organization and archiving as necessary.
- Contribute to developing and updating processes and procedures related to finance functions.
- Assist in the annual audit processes for GATE's organizational and project audits.
- Responsible for uploading documentation to GATE's accounting record-keeping system.
- Contract management and regranting management duties as delegated.
- Other finance and accounting duties as assigned.

Minimum Qualifications

- Proven experience in bookkeeping or accounting, preferably within a nonprofit organization.
- Familiarity with Google Workspace and Quickbooks Online
- Demonstrated budget experience and familiarity with budgeting.
- Familiarity with grant management and reporting.
- Intermediate Excel/Google Sheets knowledge.
- Excellent organizational skills, attention to detail and problem-solving abilities.
- Ability to perform job duties with a high degree of self-direction and with minimal supervision.
- Adaptability and openness to evolving job descriptions as the organization grows.
- Personal qualities of integrity, credibility and commitment to maintaining confidentiality.
- Strong communication skills, both written and verbal.

Preferred Qualifications

- Bachelor's degree in accounting, business administration, or finance.
- Knowledge of non-profit accounting principles, regulations, and compliance requirements.
- Understanding of government framework for grants management.
- Experience going through a non-profit financial audit.

Application Process

We encourage applications from trans, gender diverse, and intersex people, Black, indigenous, and Latinx people and people of color, D/deaf and disabled people, people from a migrant background, and sex workers.

Only shortlisted candidates are contacted.

Compensation is between \$40,000-\$55,000 based on experience and location.

Submit the following to the email listed below with the suggested subject line by **20 May 2024**:

Email: applications@gate.ngo

Subject line: Surname – Finance Officer (e.g., Smith – Finance Officer)

- Cover letter
- Curriculum Vitae, including name and contact details of two references.