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## **FINANCE AND OPERATIONS MANAGER SCOPE OF WORK**

Job Status: Full-Time, Independent Contractor  
Contract Duration: 6 months  
Compensation: \$4500/month  
Job location: Remote  
Reports to: Executive Director

### **ABOUT MEDGLOBAL**

MedGlobal is a global humanitarian non-profit organization providing medical and health education services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health professionals of diverse backgrounds.

### **JOB SUMMARY**

As a small but rapidly growing global health organization, we are looking for a Finance and Operations Manager. The Finance and Operations Manager oversees the day-to-day financial and operational activities of all programs, including human resources administration, finance administrative activities, and reporting.

### **KEY RESPONSIBILITIES**

#### **Financial Management**

- Ensure day-to-day accounting functions are understood and followed properly in QuickBooks, including regular field cash verification, cash/bank reconciliation, monthly cash books closing, advances reconciliation, and AR/AP accounts management.
- Collect cash forecasts from all Program Managers in a timely manner.
- Develop financial policies and procedures to maintain and strengthen internal control.
- Contribute to the development of proposals with regards to budgeting in cooperation with the Program team.
- Provide recommendations for budget realignments as required.
- Establish finance and supporting function policies, systems and procedures, and direct their development, documentation, and implementation
- Coordinate with the Accounting team on the preparation of regulatory reporting including yearly financial reports and annual budgets.
- Coordinate and direct the preparation of the budget and financial forecasts and report variances.

#### **Operational Management**

- Overall day-to-day operational responsibility for all MedGlobal programs.
- Create a high-performance culture by collaborating with management and employees to establish a

positive work environment.

- Support Field offices in developing , maintaining or/and closing projects or country programs.
- Drive strategic prioritization and operational excellence through developing and implementing platforms and processes to improve MedGlobal performance.

### **Financial Control**

- Create an organizational structure within the Accounting team to facilitate the financial achievement of the organization's short-term goals and long-term objectives.
- Ensure quality control over financial transactions and financial reporting.
- Establish and execute internal controls over the organization's program and procurement.
- Maintain organization records in an organized and readily available fashion for examination/audit visits.
- Ensure compliance with local laws in all field offices, including statutory and other financial obligations such as taxes, VAT and other fees.
- Ensure compliance with internal and donor regulations and procedures.

### **Staff Management & Capacity Building**

- Support the development and implementation of financial management capacity building for all team members.
- Advocate and plan for professional development for all team members.
- Develop the capacity of the partners' finance team to ensure that a good standard of financial management is maintained.

### **Human Resources**

- Oversee the management of all internal and external HR related inquiries including but not limited to employment verifications, audits, etc.
- Ensure that the new hire orientation process properly introduces new employees to the organization's culture.
- Come up with new ways to measure employee morale and determine methods for improving overall employee satisfaction.
- Develop and administer HR plans and procedures that relate to the organization personnel.
- Manage HR requirements and oversee projects to ensure safe and cost-effective management.
- Assist with the recruitment and selection of qualified program field staff, recommend promotions, disciplinary action and termination of staff in consultation with supervisors.

### **Qualifications and experience:**

- A university degree in Accounting, finance or Business Administration.
- Minimum of 3 years' experience in a non-profit organization, including an extensive experience in global operations and financial management of programs.
- Must be able to carry out responsibilities independently with minimal technical support from within the organization.

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- Proven experience in managing large and complex budgets.
  - Extensive experience in working with computerized accounting systems, including but not limited to Quickbooks and Kindful.
  - Competence in providing technical guidance and training.
  - Proven experience in working with national and international partners, and local/government authorities.
  - Knowledge of varied donor financial regulations (e.g. UNHCR, ECHO, DFID, EU, and USAID guidelines).
  - Experience in managing procurement and logistical procedures and policies.
  - Written and spoken proficiency in English required; written and spoken proficiency in Spanish and/or Arabic a plus.

#### **HOW TO APPLY**

Please submit a resume/CV and cover letter as PDFs to [careers@medglobal.org](mailto:careers@medglobal.org) with the subject line “Last Name, First Name - FINANCE AND OPERATIONS MANAGER.” Applications that do not follow these instructions will not be considered. No phone calls or emails to team members, please. If you would like an update on your application, please wait at least 4 weeks after the date of your application to follow up.