



FRONTLINE SMS

Head of Finance

Reporting to: Director of Operations

Salary: \$50,000

Hours: Full-time

Based: Washington, DC

Deadline: Applicants will be reviewed on a rolling basis. Reviews will begin early in the application period

FrontlineSMS is in a period of rapid expansion of its organizational infrastructure. This role is the successor to a previous Head of Finance based in the UK, and is an opportunity to shape the financial strategy and systems of a growing and dynamic social business. The Head of Finance will report to the Director of Operations of our US Foundation and work closely with the Director of Operations of our UK Community Interest Company (CIC). They will provide management information and strategic advice that will allow the senior management team to direct the organization through the next phase of our life, and be responsible for consolidating our US systems and service providers. As we structure pricing models and investment for the CIC, the Head of Finance will also play a pivotal role in our business development thinking.

Responsibilities

1. Accountable for working with and managing professional accounting service providers in the US, UK and Kenya to ensure compliance with all legal and fiscal requirements.
2. Accountable for producing accurate and timely financial information for the Senior Management Team (SMT) on request. This includes accurate financial data for planning and reporting, preparing monthly management accounts and cash flow forecasts.
3. Accountable for managing our US, UK and Kenya-based balances in order to avoid losses and maximize gains from foreign exchange, seeking external pro bono support where appropriate.
4. Assist SMT in the preparation and monitoring of budgets.
5. Accountable for developing, delivering and maintaining effective financial procedures, such as expenses, invoicing, budgeting and internal reallocation, and accounts payable.
6. Accountable for running a monthly payroll, including timesheet management, for all international staff. This will include the responsibility for engaging appropriate service providers for the US.
7. Accountable for ensuring all insurance policies and other essential warranties are in place and up to-date.
8. Accountable for the proactive analysis of financial information to ensure that FrontlineSMS runs as cost effectively as possible. This may include identifying opportunities for central procurement and negotiation and managing resulting contracts.
9. Accountable for the timely production of all financial information required by funders. In conjunction with SMT, ensures preparation of accurate, timely and high quality bids, proposal budgets, and monitoring reports.
10. Undertake any other duties reasonably requested by the Directors of Operations.

Over time the post holder may need to identify and implement a new financial management IT package and undertake additional responsibilities related to the development of our income generation activities.

Person Specification

ESSENTIAL

1. Commitment to FrontlineSMS's values and success, and a demonstrated willingness to personally invest in your projects and your work, above and beyond the call of duty.
2. Excellent analytical and technical financial skills, and willing to get to grips with complex financial systems and organizational inter-relation.
3. Experience of managing teams and/or external service providers in pursuit of a specific goal, and over time for ongoing processes and requirements.
4. Ability to present complex financial information in a user-friendly way.
5. Willingness to research and/or seek advice on legal and fiscal requirements in multiple jurisdictions as necessary.
6. Excellent attention to detail.
7. Strong administration skills, including the abilities to be accurate, organized and punctual.
8. Enjoys working within a team, with an ability to design and institute financial and organizational management systems, securing relevant staff buy-in.
9. Ability to manage a complex, high-volume workload and prioritize duties.
10. Ability to work independently, meeting deadlines with limited supervision.
11. Proven ability to work with colleagues remotely and asynchronously using email, phone and social media.
12. Flexible and open-minded approach with a willingness to get stuck in with whatever needs doing at this small, dynamic organization!

DESIRABLE

13. Qualified Accountant with experience of management accounting.
14. Experience either in start-up business development and forecasting, international development proposal budgeting processes for international donors, or social enterprise.
15. Experience of establishing financial procedures and policies from scratch.
16. A passion, interest or experience of mobile technology and social media.

To apply for this position please send your CV and a covering letter explaining your suitability for the role to info@frontlinesms.com. Applicants will be reviewed on a rolling basis, and reviews will begin early in the application period.