



Senior Finance Officer

September 2023

About IPPF

IPPF is a network of nongovernmental organizations working for sexual and reproductive rights. It is more than 70 years old and is present in 150 countries 27 of them in the Americas and the Caribbean. The membership is built by one per country. The federation has undergone a governance reform and will start implementing a new strategy in 2023 where the interest is that the member organizations are at the center and that they are the ones who, from their knowledge of the context, nurture the federation. IPPF members receive core grants, benefit from exchanging lessons learnt, are accredited and important topics such as diversity and social entrepreneurship n are addressed. They are global leaders in sexual and reproductive rights and health, youth, and gender issues.

The Role

Role:	Senior Finance Officer
Location:	Mexico
Salary:	38,916 - 54,480 USD

Role Purpose

To ensure effective and efficient management of the office operations for the Secretariat, ACRO has one regional office with two locations, one in the Americas and one in the Caribbean. The position is responsible for financial processes across the Secretariat alongside the Corporate Services Lead. It is a key role in overseeing and completing local processes in accordance with the global finance manual and month end timelines, and to support the secretariat with financial activities. The role is also a conduit between the global finance function and local operations.



Context of Role:

- The role reports to the Corporate Services Lead and will support with local compliance, HR and Administration.
- The role is part of the vertically integrated Finance, Admin and IT functions.
- The role will support the development, evolution and implementation of global systems, processes, reporting requirements and reporting standards.
- The role becomes the go to person in the region for key finance issues within NetSuite.
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Role Deliverables

- Responsible for the timely and accurate posting of invoices/ bills/ payment demands (through Purchase orders) for the secretariat costs, including payroll, suppliers and expenses in accordance with the global finance manual.
- Responsible for the timely and accurate posting of all inflows into the secretariat including donations, grants, intercompany receipts, advance returns, etc in accordance with the global finance manual.
- Responsible for overseeing timely and accurate completion of time sheets in collaboration with the Office Admin/ HR staff.
- Responsible for posting in a timely and accurate way journals in NetSuite relating to advance adjustments, outstanding reconciliation items, payroll posting, etc.
- Responsible for, in collaboration with the finance hub, maintenance of master data on Netsuite. This includes data relating to suppliers, partners, employees, donors, chart of accounts, etc., in accordance with global policies and frameworks.
- Responsible for the accounting and management of all fixed assets.
- Liaise with all local suppliers and staff on any payment and reconciliation issues.
- Align activities with the secretariat to ensure global month end closure timelines are met.
- Support with all internal and external audit query resolutions.
- Identify and analyze any unreconciled differences and make corrections as required to the financial accounts in NetSuite as requested.
- Support the Architect of Cooperation and the Business Analyst/s with any NetSuite issues and grant accounting.
- Support the office with secretariat budgets & forecasts.
- Support the Corporate Services Lead and Global Compliance Officer with any compliance requirements.



- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Candidate profile

Key Skills/Expertise

- Accountant by qualification
- Strong knowledge and understanding of NetSuite One World solution and used to working with various currencies.
- Experience of working with global systems & processes – dealing with multiple currencies.
- Experience with budgeting and rolling forecasts.
- Experience in the Charity Sector
- Evidence of managing robust standards of performance and compliance to tight deadlines.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Demonstrates good judgment and decision-making.
- Excellent analytical skills with a keen eye for detail
- Excellent excel skills Writing and reporting skills in English and Spanish.
- High level of organisation skills, planning, time management.
- Ability to adapt to changing needs.
- Collaborative and open style of working.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual, and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of worker’s rights and access to health care in sex work.

How to Apply

All correspondence, at this stage, should be via Oxford HR.

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and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-052023-IPPF or Pat-Jones-CoverLetter-052023-IPPF.

In the event that you have submitted your application through alternative platforms, such as the IPPF's website, we would like to inform you that Oxford HR has been entrusted with the management of these applications. As a result, there is no requirement for you to reapply via Oxford HR. We appreciate your cooperation and understanding.

Timeline

Closing Date: 15 September 2023

First stage interviews: TBC

Final interviews: TBC

Selection process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Digital Action values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at ippf@oxfordhr.com in the first instance.



About Oxford HR

Oxford HR operates globally - mainly within the international development and charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector, and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our client.