

### Finance and Administration Associate: YW4A Programme

The World YWCA is seeking a passionate Finance and Administration Associate for World YWCA-led Young Women for Awareness, Advocacy and Accountability (YW4A) programme, funded by the Netherlands Government under the Power of Women (PoW) Fund.

The programme strengthens the leadership and advocacy capacities of young women and women's rights organisations (WROs) in Egypt, Palestine, South-Sudan and Kenya. Together with progressive faith allies and policy and legal experts, these young women and WROs raise awareness, advocate and hold governments to account on young women's human rights, with a focus on young women's leadership, participation and sexual and gender-based violence (SGBV). The programme is implemented by a consortium of eight partners and 23 local WROs in Egypt, Kenya, Palestine and South Sudan, starting in January 2021.

The Finance and Administration Associate will support the YW4A Programme by ensuring compliance, adherence and accountability to the Netherlands Government's Ministry of Foreign Affairs (MoFA) and its financial grant guidelines, rules and regulations as well as those of World YWCA. They will be responsible for the successful financial administration and finance-related activities of the programme, such as financial planning with the YW4A Partnership & Initiative Lead, financial reporting, and all other necessary tasks to ensure an efficient, secure and appropriately controlled financial environment in accordance with the grant and project guidelines.

Location: Open (remote) - being located in one of the programme countries (Egypt, Kenya, Palestine or South Sudan) is a plus.

Closing date: Wednesday 30 November 2022, 11:59PM CET

Start date: As soon as possible.

Type of contract: contract until December 2025 (linked to the YW4A Programme funding) with an annual renewal process.

Reference: YWCA-FAA/YW4A

Specific requirement: open to candidates with a right to work in their country of residence, able to independently fulfil the social protection and tax requirements in said country. This requirement applies to all applicants regardless of nationality.

Website Link: <http://www.worldywca.org/>

Indicative annual gross compensation range (12 months basis – average 24h per week): EUR 30'000 – EUR 37'000p.a. based on location and experience level

## About The World YWCA

The World YWCA has an ambitious goal: to reach 100 million young women and girls and transform power structures to end gender inequality by 2035. Established in 1855, the World YWCA is the world's oldest women's movement. With member associations in 109 countries, it works to fulfil human rights and make gender equality a reality. The World YWCA is a learning organization in which there is recognized mentorship across generations. Sixty percent of the members of the World Board are aged 30 and under. The purpose of the World YWCA is to develop the leadership and collective power of women and girls around the world to achieve justice, peace, health, human dignity, freedom and a sustainable environment for all people.

The World YWCA mobilizes and connects millions of young women around transformational change, provides leadership opportunities in more than 100 countries around the world. It also actively works to influence policies, regulations and social and community norms which prevent the realisation of rights and leadership potential of women.

The World YWCA has three strategic priorities:

- Management and governance excellence towards Goal 2035
- Strategic partnerships and communication towards Goal2035
- Engagement and mobilisation of girls, young women and women towards Goal 2035.

The YW4A Finance and Admin Associate will report to the YW4A Partnership and Initiative Lead and will work closely with the YW4A Technical Programme Manager as well as finance counterparts at the World YWCA and across partner organizations.

## Key Responsibilities

### Financial Management

1. Maintain complete records of all financial transactions and coding. Ensure reporting procedures are compliant with the programme funding agreement, procedures, rules and regulations of the Dutch MoFA and the World YWCA.
2. Maintain a transparent budget tracking and reporting system detailing overall budget status and that of Country Leads and technical partners.
3. Participate in the monthly reconciliation, allocation and expense coding. Prepare quarterly project reconciliations (admin cost, partners, suppliers' accounts, etc.) and carry out other treasury related duties (preparation of periodic cash budgets, forecast and monitoring account balances) in accordance with MoFA policies and regulations, as well as those of World YWCA.



4. In close coordination with partner finance staff, maintain a system to monitor and forecast cash requirements to meet administrative and project expenditures and inform the Programme Lead about budget issues that may arise.
5. Support the implementation of procedures, risk management and ensure financial controls for the programme by all partners.
6. Produce reports on financial performance of the grant against programme work plan and budget.
7. Produce financial reports for accountability to the programme Steering Committee.
8. Work seamlessly with the World YWCA Finance and Operations teams, with a high level of communication and collaboration.
9. Provide a high level of customer service to all programme partner organisations and individuals.
10. Serve as technical support, as needed, to programme partner organisations and individuals.

#### Grant Management

11. Ensure that all project related income and expenditure is in line with the agreed outputs and objectives of the project as per the approved budget.
12. Ensure timely disbursement of grant funds to partners and monitor use of the funds in accordance with these guidelines.
13. Continuous development and use grants management tools to ensure accurate budget tracking and timely alerts to the Programme Lead of potential challenges/obstacles.
14. Manage and prepare for internal and external audits by ensuring that the programme's book of accounts and bank balances are up-to-date as well as preparation of annual audit schedules in liaison with the World YWCA Finance and Operations teams.
15. Support strategic business planning and decision making both within the programme and in the organization.

#### Capacity Building

16. Support the development of the proper finance and grants management capacity among the Country Leads and partners through training and capacity building of finance and administration staff as needed to manage the grant.

#### Skills, Knowledge and Experience:

##### Information Technology Skills

- Excellent command of Office tools (Microsoft Office, Microsoft Outlook), including Excel and pivot tables and prior experience in using them is a must.
- Knowledge in the SUN accounting system is a plus.

#### Language Skills



WorldYWCA

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CH-1218 Grand Saconnex  
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- High level of English proficiency (reading, writing, and verbal) as English is the common language among all partner organizations.

#### Preferred qualifications and skills

- Strong experience in a similar role (3 years' experience at minimum)
- Detailed knowledge and solid experience in accounting (experience with the International Financial Reporting Standards (IFRS) and in Swiss GAAP FER is an asset), consolidation, travel advances, expense report and donors reporting.
- Experience in multi-partner grants management and producing reports for bilateral and institutional donors a must. Also, experience in multi-currency reporting required.
- Able to work effectively with minimal management guidance/supervision
- Good experience in preparing journal entries and strong attention to details
- Analytical and problem-solving skills in finance and accounting
- Very good relationship building skills, creativity, drive and enthusiasm with the ability to build strong, trusting relationships
- Ability to build the capacity of finance staff from other organizations
- Experience and comfort in working under tight time constraints to meet deadlines
- Possession of personal organizational approaches to plan for and complete own work
- Good interpersonal relationship communication and negotiation skills
- Ability to understand the overall purpose or goal of a task and attention to detail in completing the task

#### Personal characteristics:

- Commitment to the human rights of girls and women, enthusiastic about the mission of World YWCA.
- Should be a feminist, keen to work in a passionate and mission driven environment.
- Must be a team player, working closely in an agile, fast paced environment and demonstrate impact with ability to work under tight time constraints and meet deadlines.
- Willingness to work within a small team.

#### How to Apply:

Applications must be addressed to World YWCA via email to [hresources@worldywca.org](mailto:hresources@worldywca.org) stating YWCA- FAA/YW4A/+your surname in the subject line.

#### To apply for this role, attach:

- a CV in English
- a motivation letter (two pages maximum) that summarises how your profile aligns with the key requirements of this role,
- work certificates
- diplomas or other relevant training or certification documentation
- three references