



Terms of Reference

Senior Specialist Finance and HR

Women in Global Health

Background

Women in Global Health (WGH) is a women-led global movement with an extensive network working across the world to challenge power and privilege for gender equity in health. It was launched in 2015 by passionate advocates for gender equity and In 2017, the movement's co-founders created Women in Global Health, Inc., a US-incorporated charitable nonprofit organization (501(c)3 in the state of California, to power and resource the WGH movement. WGH is virtual by design. We have no offices so our overhead is low and we hire team members, as consultants, from all over the world.

WGH has grown to include over 54 chapters across 49 countries, with a strong presence in low- and middle-income countries. The global team and the network of chapters drive change by mobilizing a diverse group of emerging women health leaders, by advocating for the gender-equitable transformation of health institutions and systems across the world and holding leaders accountable to make this happen.

About this position

In its initial five years i.e. from 2015-2019, WGH was led entirely by volunteers. We are now at a critical juncture where WGH is maturing from a startup organization to a sustainable one. WGH's partners are committed and showing their support to WGH, with WGH securing additional financing and creating new multi-year partnerships. While the organization is set up for success, there are rising expectations and growing challenges that require building strong foundations (finance, HR, operations) to support our fast growth.

WGH is seeking a Senior Specialist, Finance and HR (SSFH) with extensive expertise in financial and accounting systems, governance, and HR management best practices and compliance within the context of charitable nonprofits in the United States.

The SSFHs will work in active coordination with the Executive Director and the Director of Operations and implement a strategic plan to strengthen governance mechanisms, build robust financial and Human Resource (HR) systems, and support an efficient and engaged global team while practicing our values of gender transformative leadership, diversity, equity,



and inclusion. Keeping in view the WGH global network, SSFH needs to be accustomed to managing international operations which entail fund transfers across borders, ensuring compliance with international financial regulations.

SSFH will embrace innovation and improvement while minimizing risks through building WGH resilience and putting in place progress tracking and accountability mechanisms.

Reports to

Director Operations, Women in Global Health

Contract Term

This is a 12-month (renewable) consulting contract with the potential for renewal based on performance and funds available. It is the equivalent of a full-time position. Some paid travel may be required.

Location

This is a virtual position allowing candidates to work from anywhere in the USA. The post holder will have the flexibility to work virtually from home. However, the role requires availability to engage with multiple external contractors during standard business hours in the Eastern Time Zone.

Job Description

Duties and Responsibilities

The Senior Specialist Finance and HR (SSFH) will be responsible for ensuring that WGH Global adheres to all relevant federal, state, and local laws and regulations relating to 501(c)(3) status. SSFH will support the Director of Operations in executing the WGH Organizational Effectiveness Goals. These aim to provide a strategic and structured approach to policy development, implementation strategies, key performance indicators, and resources required to facilitate organizational effectiveness, growth and future sustainability of WGH.

Key areas of responsibility include leading the financial and human resources management, supporting strategic planning and strengthening board governance. SSFH is expected to manage WGH Global bank accounts and audits, maintain financial records, and ensure timely and accurate financial reporting for tax, audit, board and donor purposes.



FINANCE AND BUDGETING

Maintain robust financial systems and strengthen financial practices for integrity, accountability and compliance while supporting operational planning, budgeting and audits for WGH's sustainability and growth

- Develop and ensure the maintenance of robust financial systems, appropriate internal controls, and financial procedures that ensure financial integrity and accountability.
- Schedule expenditures and oversee the preparation of monthly, quarterly, and annual account reconciliations, prepare and present financial statements, and enable accurate and timely generation of monthly, quarterly, annual and various program/project-specific financial reports in compliance with Generally Accepted Accounting Principles ("GAAP").
- Manage bank accounts and equity, including processing accounts payable and receiving, using standardized accounting software (ie. Quickbooks, Sage).
- Support the Director of Operations in financial planning, budgeting, cash flow forecasting, long-term financial strategic scenario building, and variance analysis, to inform decision-making by the board and the ED
- Guide the leadership team and Program Managers on fiscal matters and financial procedures
- Support the ED and the Director of Operations in proactively engaging the finance committee of the board of directors and facilitating data-driven progress reviews, facilitating strategic decision-making around the development of short-, medium-, and long-term financial plans, timely identification of financial risks and initiation of corrective actions to ensure sustainability and growth of WGH operations
- Steer the development of financial and annual budgetary plans aligned with the WGH annual operational plan and support the leadership team and the Program Managers in developing budgets for new proposals
- Work closely with external auditors to ensure compliance with tax, financial reporting standards, donor compliance and timely issuance of audit reports and responses to audit recommendations for strengthening the financial management practices at WGH.
- Maintain WGH 501(c)3 compliance in California and in the US, with appropriate annual filings for charitable organizations.
- Serve as the WGH focal point of coordination on financial and operational matters to financial partners, including donors, auditors, banks, etc.



HUMAN RESOURCE

Foster a culture of continuous performance enhancement through efficient recruitment, comprehensive onboarding, ongoing professional development, robust performance management, and effective retention strategies.

- Oversee the WGH Human Resources function and undertake a comprehensive HR system and policy review, identifying areas to mitigate HR risks and support HR enhancement aligned with WGH goals and operational plan.
- Develop and implement market competitive remuneration models, HR policies and practices while ensuring compliance to the relevant labor laws and regulatory frameworks, and fostering a culture that promotes transparency and accountability.
- Develop and Maintain a WGH Team Handbook for consultants.
- Periodically update the organogram with key positions in consultation with the leadership team and program managers for new and ongoing activities. Identify skill gaps and implement recruitment strategies aligned with operational needs, including monitoring for DEI targets set up the organization quarterly.
- Create job descriptions (JDs) and Terms of Reference (ToR) that align with WGH Goals, the annual operational plan, and connect seamlessly with WGH performance evaluation frameworks.
- Support the Director operations in evaluating the pros, cons, and costs of outsourcing financial and HR management versus setting up in-house operations or hybrid models.
- Review the current performance management system and onboarding program for WGH independent contractors and introduce best practice standards for the not-for-profit sector.
- Develop a comprehensive 360-degree feedback and review system to effectively monitor WGH performance based on agreed-upon Key Performance Indicators (KPIs).
- Periodically conduct staff satisfaction surveys and implement evidence-guided strategies to boost motivation, productivity, performance, and growth.
- Promote a culture of diversity and inclusion amongst the WGH team of contractors operating across geographic zones, and strengthen WGH's cultural competency by engaging in a global approach to DEI capacity building.

OPERATIONS

Invest in management audits, identifying, and establish robust structures, processes, and mechanisms for moving towards sustained advancement in the WGH movement and for impactful results

- Undertake an in-depth analysis of current process and system analysis, identifying bottlenecks and prioritizing initiatives aimed at maximizing efficiency and effectiveness while staying compliant to the regulatory standards



- Contribute to the operational planning process by taking lead on alignment of financial, HR and operational strategies to the overall WGH goals, the long-term strategic plans, and the annual operational plan
- Support the Director Operations in developing operational systems that are scalable with growing movement and financing streams ensuring that quality and compliance are not compromised
- Support the leadership team and program managers in developing budgets and HR plans for new and ongoing projects.
- Develop guiding frameworks and operational protocols to ensure due diligence and alignment in operations policies and procedures across the WGH movement
- Assess and integrate innovative technologies such as HR softwares, dashboards, and various software applications to enhance efficiency in Finance and HR operations.
- Proactively identify operational risks and bring them to the attention of the leadership team, while using professional expertise to advise and execute on the mitigation measures.

GOVERNANCE

Establishing a culture at WGH of transparent, accountable, and ethical governance that mitigates risks, builds credibility, ensures legal compliance, and drives operational excellence

- Support the Director of Operations in strengthening ethical governance, supported by a robust risk mitigation plan and ensuring that WGH complies with the legal and regulatory frameworks concerning Finance and HR practices.
- Review WGH policies and identify gaps, add or revise policies, and develop protocols to be put in place after seeking board approval to ensure compliance with WGH statutory duties as a US-based, California-incorporated 501(c)(3).
- Support the ED and Director of Operations in transparent and accurate reporting to WGH boards, donors, and partner organizations on Finance and HR while facilitating a clear understanding of WGH performance and challenges and supporting evidence-guided decision-making.
- Support the Director Operations in maintaining regular updates to the WGH Risk Register on Finance and HR concerns.
- Support the Executive Director in providing analysis to the BOD in making well-informed financial decisions that comply with and align with WGH Goals

Other:

- Contribute to relevant sections of the board preparation and donor communication material from the finance, HR and operational perspective as necessary.
- Participate in relevant events/meetings as necessary on a weekly basis.



- Other tasks as assigned by ED and Director of Operations to ensure outputs of annual work plan.

Qualifications, Experience, and Skills

- Bachelor's degree in Finance, Accounting, or related field required, MBA and/or CPA is desirable.
- 5 years' experience in finance and business development with supervisory experience.
- Strong experience with financial management and accounting procedures in the US non-profit sector, with a firm understanding of 501(c) 3 compliance and regulatory issues is required
- Experience with foundations, non-US donors and grants management will be an advantage
- Experience in managing HR systems and an understanding of HR regulations and procedures in US is desirable
- Advanced Proficiency in QuickBooks or similar accounting software.
- Experience managing accounting and invoicing systems.
- Proven capability in designing and implementing accounting systems and procedures.
- Experience in financial policy and procedure development for organizational Finance Manuals.
- Knowledge and experience of instituting IT systems to best support an organization.
- Strong knowledge in financial modeling, forecasting, and advanced Excel usage, as well as on-line invoicing and management systems.
- Knowledge of GAAP and experience with US IRS compliance and audits is required.
- Excellent analytical and abstract reasoning and communication skills.
- Cultural competency is required.
- Ability to run effective meetings and facilitate group discussions; experience presenting to Boards of Directors is desired.
- Strong English writing and speaking skills are required. Proven ability to communicate effectively and to work well in a team environment

How to Apply:

Women in Global Health is an equal opportunity employer. We embrace diversity, equal opportunity, and inclusion in everything we do. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage women, people from underrepresented backgrounds, and applicants from low-and middle-income countries to apply.



The priority deadline to apply for this position is **19th January 2024**. However, applications will be reviewed on a rolling basis.

To apply, please upload your CV and cover letter in PDF format using the [application form](#). Please note that, due to the volume of applicants, only shortlisted candidates may be contacted.

Meanwhile, check us out:

<https://www.womeningh.org/>



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