



Terms of Reference

Finance Director

The Global Alliance of NGOs for Road Safety (the Alliance), founded in 2011, is a network organization for NGOs working on road safety and victim support. The Alliance has more than 350 Members in 100 countries and is growing. The Alliance supports NGOs in networking and sharing, advocacy and capacity building.

We believe that an Alliance who is professional, trusted and respected will be best positioned to serve its Members, live up to the Alliance mission and contribute to the road safety targets set in the Sustainable Development Goals and Decade of Action Global Plan. We wish to build the Alliance profile as an organization that is **professional, collaborative, welcoming, trustworthy, effective, and fair** at all times.

This role is dependent on confirmation of funding.

The Finance Director reports to the Executive Director and ensures transparency and accountability of the Alliance finances, proposes policies, and systems that supports and oversees the day-to-day running of the Finance function, as provided by the Alliance Strategic Plan and supported by the Finance Committee.

The role identifies and implements systems, policies and processes for the Finance function which will improve financial monitoring, accountability and growth across the Alliance. The Finance Director ensures effective finance, in close collaboration with the Executive Director and Senior Accountant.

What we are looking for:

The ideal candidate has 10+ years of experience from small or bigger NGOs or NGO-type organizations. You have been part of building the organizations to ensure transparent financial systems and understand that this is part of an organization's growth and that team members may need training and mentoring to understand and appreciate new processes.

You have good understanding and experience with compliance to e.g European Commission, World Bank, United Nations and other bigger donors finance reporting requirements and can quickly grasp and implement these systems in the Alliance context.

This is a part time position and you may have other assignments or semi-retired, and can plan around flexible hours to accommodate for periods where we are more busy than others.

Summary of tasks to be performed:

Financial oversight:

- Provide strategic recommendations to the Executive Director regarding the financial management and oversight.
- Develop a financial strategy and implement it.
- Plan, manage and monitor the Alliance financial resources and the Alliance at all times meets good financial oversight and governance.
- Develop, implement and monitor finance policies and procedures as required and ensure compliance with applicable laws, regulations and donor requirements;
- Contribute to strategic review, planning, and development of the organization as a whole;
- Ensure that the Alliance audit and other financial obligations are fulfilled as per



- organizational standards and government requirements;
- Lead financial audit process and participate in audit reviews;
- Develop and monitor annual budgets and cash flow schedules;
- Take lead on Finance Committee terms of reference, work plan and other board related work

Financial management and financial and legal compliance:

- Ensure that Alliance meets UN, EU and other donors' financial reporting requirements in compliance with relevant laws, and ensure the Alliance complies and has systems in place to meet all requirements and financial reporting in a timely manner.
- Advice on issues related to the different legal entities to ensure legal compliance
- Responsible for the Alliance and sub grantees' compliance with UN, EU and other donors' rules and regulations, pre-empt problems, and advise senior management on solutions and recommendations.
- Oversee subgrants to partners, and ensure their financial compliance to the Alliance' and donors' regulations

Financial sustainability and resource mobilization:

- Participate in resource mobilization, in particular costing of project proposals.
- Develop strategies for Financial sustainability of the organization
- Develop and implement co-funding and pre-financing strategies for the Alliance and partners
- Oversee the administration of bank accounts to ensure the adequate allocation of funds.

Other tasks:

- Build capacity of team, Alliance members and partners in financial management, reporting and other compliance issues.
- Work with the Alliance team to develop costed work plans, procurement plans, prepare finance requests as per budgets and also follow up on reimbursements.
- Support the office manager in administrative and office operations, including procurement, inventory and maintenance of equipment, supplies and services, ensuring that processes provide value for money.
- Oversee compliance with procurement policies and procedures for all goods and services.
- Oversee accounting functions, including all documentation, reporting, reconciliations.
- Build and maintain positive relationships with all team members, Alliance Members, stakeholders and donors.
- When relevant, support the Executive Director with tasks.

Education / qualification requirements:

- Bachelor degree in finance, accounting, economics or a related field;
- Minimum ten years of relevant professional experience;
- Professional qualifications are highly desirable.

Strongly preferred experience, skills and competencies:

- Experience with member and/or non-governmental organizations (NGOs);



- Good understanding and experience with compliance to e.g EU, WB, UN and either bigger donors finance reporting requirements;
- Strong knowledge of financial management, budgeting and forecasting;
- Understanding of relevant regulations and legislation;
- Leadership skills;
- Excellent analytical, strategic planning and communication skills;
- Active listening skills and ability to facilitate and manage different perspectives and cultures while staying calm and diplomatic;
- A doer - who make things happen, has energy and personality to motivate others, seizes opportunities, effectively manages workloads in a fast-paced working environment, and meets deadlines with quality work;
- Attention to detail;
- Positive and proactive mindset - excellent networking and interpersonal; skills, organized, self-managing, solution-oriented and a team player;
- Comfortable with virtual, remote work for an international environment.

Languages required

- Business level written and spoken English

What we offer:

- A meaningful job in an organization that values a good working environment;
- Good work-life balance and a strong collegial community;
- Virtual work (home-based), with flexible hours (The Alliance uses Central European Time, CET, as a reference). This is a part-time position.
- Funding dependent and project funded. Extension is expected;
- Starting date: as soon as possible;

If you meet the requirements and are interested in submitting your application, please email your one page CV and a one page motivation letter to admin@roadsafetyngos.org. Questions can be directed to the same email.

Deadline for submission: the applications will be assessed on a rolling basis until position is filled.