

Title: Finance Manager
Reporting To: CEO
Time Commitment: Full-time, 12-months renewable
Start Date: ASAP
Location: Senegal or Remote

About Teach For Senegal

Teach For Senegal (TFS) is a local non-profit organization that is taking a unique approach to eliminating educational inequity in Senegal by enlisting Senegal's most promising future leaders (who we call Jambaars) in the effort. TFS offers a Fellowship to young Senegalese leaders from both the diaspora and within Senegal to serve as full-time teachers in their own communities for two years. TFS meets the pressing need for exceptional teachers in Senegal's understaffed low-income schools while fostering a constituency of young leaders positioned to advance the cause of educational equity and affect long-term systemic change.

Since its inception, in 2019, Teach For Senegal placed 22 Jambaars in schools in 10 underserved schools in Podor, Senegal impacting over 1,000 students directly and 5000 students indirectly. By 2025, TFS plans to expand to recruit 140 Jambaars to teach in 65 communities.

Position Summary

Teach For Senegal is looking for a Finance Manager to oversee all aspects of finance, accounting, and reporting activities. The Manager will be tasked with creating long-term financial structures and developing and implementing the appropriate accounting and financial control systems to ensure the financial sustainability of the organization. This position is ideal for someone who is looking for an opportunity to take on a critical leadership role in a dynamic, evolving, and fast-paced non-profit that is poised to have a tremendous, long-term impact on education in Senegal.

The Finance Manager will lead all day-to-day finance operations, accounting, grants management, budget development, forecasting, and monitoring, outside audit and federal financial reports, US taxes, the US and domestic payrolls, and financial policies and procedures. The Finance Manager will ensure that Teach For Senegal has the systems and procedures in place to support rapid growth and conduct flawless audits. The Finance Manager will work closely with senior leadership members on planning and analysis and educate them regarding finance and accounting procedures. In addition, s/he will partner with the Senior Leadership Team to plan for the evolution of the finance function to support a growing international presence and additional international payrolls, banking, and taxation.

Responsibilities

Finance planning and analysis

- a. Develop and monitor budgets and forecasts. Lead Teach For Senegal's leadership in an annual budgeting and mid-year reforecast process; administer and review all financial plans on a monthly basis and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- b. Develop short-, medium-, and long-term financial plans and projections.
- c. Partner with the executive team (Fundraising Manager, CEO, and COO) to align financial management with short- and long-term development planning and projections.
- d. Partner with the executive team to address all operational and strategic issues as they arise; provide strategic recommendations to the executive team based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- e. Represent the organization to financial partners, including financial donors, auditors, etc.
- f. Oversee the preparation and approval of all financial reporting materials and metrics for funders, the Board of Directors, and key external constituents; prepare and communicate monthly and annual financial statements for internal and external use.

Financial and Accounting Management

- a. Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- b. Oversee all accounts, ledgers, and reporting systems, and regulatory requirements.
- c. Maintain internal control and safeguards for receipt of revenue, costs, and program budgets, and actual expenditures.
- d. Help ensure maintenance of fiscal policies and procedures.
- e. Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep senior leadership abreast of Teach For Senegal's financial status.
- f. Coordinate activities between development and finance.
- g. Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for international and domestic governmental agencies, corporate, and foundation grants.
- h. Oversee all audit activities.
- i. Oversee proper filing of tax returns in the US.
- j. Ensure legal and regulatory compliance regarding all financial functions.

Candidate Profile

This is an extraordinary opportunity for a mid-level leader with at least three to five years of accounting and finance experience (could include a Master's degree), followed by experience reporting financial information to executive teams and external stakeholders. S/he will ideally have experience growing and scaling the finance (accounting, budgeting, control, and reporting). Other preferred qualifications include:

- Experience as a Finance Manager or equivalent, preferably in an NGO. Additional experience should include working directly in or overseeing accounting, audit, budget, compliance/legal, and other relevant functional areas
- A proactive, hands-on strategic thinker who will fully own all financial functions and provide guidance on financial issues to an executive team and/or Board of Directors
- Experience working with a “high-growth” or “start-up” environment.
- Ability and desire to work in a “newer” operation, with less structure than a more established organization, and lead a team to ambitious results
- Excellent people and communication skills, especially in discussing financial topics internally with a variety of staff and externally with key stakeholders
- Proven effectiveness in leading, managing, and growing a Finance team, comprised of finance and accounting employees, contractors, and other professionals
- Strong forecasting skills; experience in modeling and forecasting complex operating models.
- High-level proficiency in Excel and QuickBooks.
- Advanced knowledge of accounting and reporting software.
- Minimum of a BA; CPA and/or MBA preferred
- Strong desire to learn and/or familiarity and experience with non-profits and non-profit accounting/finance (non-profit issues, experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting; knowledge of grants management as it relates to compliance and reporting of international and domestic corporate, individual, and foundation grants)
- Fluent in English, fluency in French is a plus.
- Passion for Teach For Senegal's mission and education.

Benefits

1. Flexibility: We at Teach For Senegal operate with a culture of trust and a focus on impact and our Staff working with a great degree of independence to deliver excellent outcomes.
2. Leave: We have a comprehensive leave policy that also includes an organization-wide break at the end of the year.
3. Continuous learning and responsibility: Our culture is one of constant learning, with opportunities to grow in effectiveness and responsibility.
4. Global Support: Being part of the Teach For All network, our staff get support from partner organizations globally which include access to resources, opportunities for thought partnering, and invitations to participate in conferences

**Finance Manager
JOB DESCRIPTION**



Compensation

Salary for this position is competitive and depends on prior experience and language ability. Since we are a small start-up we currently do not offer health benefits.

How to Apply

Please email your resume and cover letter at careers@teachforsenegal.org. Please label your email subject: "Application: Finance Manager." Only applicants invited to interview will be contacted.