

## **Innovative Human Rights NGO Seeks Interim CFO (Part-time)**

### **About Us**

Asylum Access is a leading global refugee human rights organization. Headquartered in Oakland, California with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America, Asylum Access works to make human rights a reality for refugees.

Our unique combination of policy advocacy and legal empowerment creates conditions in which refugees can live safely, move freely and work legally. By supporting refugees to affirm their rights, we put power and agency back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that restores refugees' freedom, dignity and autonomy, and empowers them to make choices about their own lives.

Asylum Access believes all refugees deserve a fair chance at a new life. All over the world, we challenge barriers that keep refugees from living safely, moving freely, working and attending school – because when refugees can rebuild their lives, communities thrive.

### **Department Description**

The Finance Department at Asylum Access is in charge of planning, organizing, controlling, and monitoring financial resources to achieve organizational goals. It also ensures the financial integrity of the organization and produces high-quality financial assessments to inform organizational strategy.

In all of these areas and in our day-to-day work, we embed Asylum Access's values of being results-oriented, resourceful team members who value our people and our partners. These values shape our financial governance, structure, systems and processes to ensure the organization is equipped to achieve impact on personal, community and systemic levels.

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## **Position Description**

The Interim Chief Financial Officer (ICFO) will aid the organization to grow its systems related to finance, and in particular will assist the Global Finance Director in their professional growth. The ICFO will design, in partnership with the Global Finance Director, the infrastructure, systems, and process to prepare Asylum Access for substantial growth over the coming 5 to 10 years, and will bear primary duty to implement and roll out new systems. As a member of the Global Leadership Team (GLT), the ICFO will be involved in initiatives targeted to provide a clear financial strategy and systems for sustainable and conscientious growth. The organization seeks a strategic ICFO with a track record of organizing a growing organization to meet future expansion.

## **Key Responsibilities**

- Provide professional guidance and oversight to the Finance Director. Specifically, assist the Finance Director in:
    - Providing effective and timely communication of critical financial information and recommendations regarding the financial health, results, and condition of the organization, including relevant trends, forecasts, risks, and opportunities to the GLT as a whole; and helping the GLT to comprehend the implications of this financial information.
    - Providing strategic data oriented recommendations to the GLT and Board for org-wide decision making, including expansion into new locations.
    - Building a strong culture of finance-informed management across the organization and the systems to sustain it.
    - Strengthening the existing finance team to align finance management capacity with strategic plans.
    - Overseeing the annual budget process, monitoring revenue and expenses, and enforcing budget accountability as necessary. Overseeing budgeting, financial forecasting, and cash flow for management, the board, and new locations.
    - Overseeing existing accounting cycles with an eye to continuously developing and improving systems.
    - Developing a process flow for management of all external audits, including subsidiaries and grant audits with a focus on being effective, efficient, and successful.
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- Developing successful relationships with subgrantees and creating and sustaining an environment that maintains these relationships. Establishing meaningful relationships with external partners and stakeholders.
- Develop KPIs for the finance team for financial forecasting.
- Work across departments and subsidiaries on effective stewardship and management of organizational resources, assuring advancement of team priorities and fulfillment of organizational goals.
- Develop a compliance framework and management system, and draft/updates policies for compliance with regulatory bodies and donors, as necessary. Oversee the development of the org-wide grant financial system in close partnership with the Finance Director and Grants Finance Manager.
- Develop a system for the effective management of Asylum Access's investment portfolio in accordance with policy and guidance from the Board Finance Committee. Create a risk assessment for opportunities on investments to build a sound investment portfolio.
- Develop a system to examine short and long-term goals plus existing and projected financial resources available at a given time to create data-based budgets and forecasts to ensure alignment of org-wide goals with existing and projected resources.
- In close partnership with the Global Finance Director, be a major thought partner to the President, Vice President and Development Director to increase sustainable unrestricted revenue growth, and assist the Finance Director to build their capacity in this role.

### **Required Qualifications**

- Previous significant work experience (at least 6 years) in a senior NGO management role that includes financial oversight and duty to work with other senior staff members on cross-cutting organizational goals, priorities, and initiatives.
  - Previous work experience (at least 8 years) in finance/accounting roles.
  - Experience building, coaching, and mentoring high-performing, diverse teams with multiple layers. Proven track record on change management.
  - Previous experience interfacing with a Board of Directors on financial and strategic matters.
  - Demonstrated skills in integrating technology and systems to improve accounting productivity and accuracy.
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- Knowledge of Office Suite and Excel, and familiarity with accounting software such as Quickbooks or NetSuite.
- Experience in a multi-location international nonprofit organization preferred.
- Dedication to results, with a “can-do” attitude and mindset. Outstanding problem-solving ability. Excellent logical, communication, and presentation skills.
- Proven motivational and staff coaching ability. Outstanding sense of accountability and integrity.

### **Hours and Location of Work**

The ICFO is a part-time position based in the United States, but other locations within Latin America will also be considered. Candidates should be aware that some flexibility regarding working hours is required in order to take off-hours calls and meetings with international colleagues.

### **Compensation**

The position comes with a well-paying nonprofit salary based upon location, and a robust benefits package.

### **Application Instructions to Candidates**

Please send a resume, cover letter, and brief writing sample in English to [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with the subject title ‘**Interim CFO**’. In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We value the expertise of those who have experienced displacement, and encourage people with such lived experience to apply.*

*For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org).*

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