



Director of Finance and Administration

Position Description

A part time Director of Finance and Administration in a Nonprofit Organization (40%)

Organization

Despite decades of peacebuilding efforts in the Middle East, the Israeli-Palestinian conflict is still characterized by extreme division where people live under oppression and in an unjust reality. IPCRI aspires towards justice, equality and freedom by challenging the power dynamics resulting from the status quo. Through facilitating relationships between stakeholders, we advocate for shared solutions to shared challenges. IPCRI develops innovative projects that enrich the public discourse and influences political decision-making.

Our unique "*development for peacebuilding*" approach combines action research with project implementation, directed towards advocacy. With our thirty years of experience and excellent networks, we build up political pressure required for sustainable policy change.

For more information, please visit www.ipcri.org

Position

The Director of Finance and Administration will be a strategic thought-partner, and report to the co-executive directors. The successful candidate will be a responsible and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, human resources and administration. The Director of Finance and Administration will play a critical role in partnering with the senior leadership team in strategic decision making and operations as IPCRI continues to enhance its quality programming and build capacity.

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collect financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.



- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the directors; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources, Technology and Administration

- Further develop IPCRI's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- Proficiency in English and Hebrew, Arabic is a plus.
- At least 5 of overall professional experience; ideally 3 years of broad financial and operations management experience
- Experience with EU and USAID reporting



- Experience with ensuring the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and preferably experience human resources previously
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A track record in grants management
- Technology savvy with experience in selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of IPCRI

Starting date: Immediately

For those interested, please send your CV, a cover letter and two potential recommendations to: ipcri.office@gmail.com