

Job Title: Finance and Operations Officer

Location: Zomba, Malawi.

Organization: ArtGlo

Reports To: Executive Director

About ArtGlo:

Art Global Health Centre Africa (ArtGlo) harnesses the power of the arts to nurture creative leadership, and ignite bold conversations and actions. We envision a world where communities are healthy, open, and active, and people are free to be who they are. At our core is the belief that creativity, innovation, collaboration, and empowerment are critical to grassroots social change. Through innovative programs and collaborations, we work towards addressing pressing social issues such as Social Inclusion and Diversity, Gender Justice, Climate Justice and, Youth and Community Engagements.

Position Overview:

ArtGlo is seeking a highly motivated and skilled Finance and Operations Officer to oversee the organization's operations, ensuring efficiency, compliance, and effective resource management. The Finance and Operations Officer will play a critical role in supporting ArtGlo's mission by managing human resources, general administration, grant management, fundraising, and other operational functions.

Key Responsibilities:

Financial Management:

- Manage the organization's financial systems, including budgeting, forecasting, and reporting.
- Oversee day-to-day financial operations, including accounts payable/receivable, payroll, and expense management.
- Ensure compliance with financial regulations and internal policies.
- Coordinate with external auditors and oversee the annual audit process.

Operations Management:

- Manage human resources functions, including recruitment, on boarding, performance management, and staff development.
- Oversee general administration tasks, including office management, procurement, and vendor relationships.
- Develop and implement policies and procedures to enhance operational efficiency and effectiveness.
- Maintain accurate and up-to-date organizational records and documentation.

Grant Management:

- Manage grant applications, reporting, and compliance requirements.
- Work closely with program staff to ensure alignment of grant activities with organizational goals.
- Track grant expenditures and prepare financial reports for donors and stakeholders.

Fundraising:

- Support fundraising efforts by researching funding opportunities, supporting programme staff in preparing grant proposals, and donor communications.
- Cultivate relationships with donors, partners, and stakeholders to support ongoing and future funding needs.
- Develop and implement fundraising strategies to diversify revenue streams and support organizational growth.

Other Duties:

- Collaborate with the Executive Director and senior leadership team on strategic planning and organizational development initiatives.
- Represent ArtGlo in meetings, conferences, and other events as needed.
- Perform other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree in finance, accounting, business administration, or related field (Master's degree preferred).
- Minimum of 5 years of experience in finance, operations, or related roles, preferably in the non-profit sector.
- Strong financial management skills, including budgeting, financial analysis, and grant management.
- Experience in human resources management, including recruitment, performance management, and staff development.
- Excellent organizational and time management skills, with the ability to prioritize and multitask in a fast-paced environment.
- Strong communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Proficiency in financial software and Microsoft Office Suite.
- Commitment to ArtGlo's mission and values.

Application Instructions:

To apply, please submit a resume, cover letter, and salary expectations to applications@aghcafrica.org. Please include "Finance and Operations Officer Application" in the subject line. Applications will be reviewed on a rolling basis until Tuesday the 19th of March, 2024. Only shortlisted candidates will be contacted for interviews.

ArtGlo is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We strive to create a diverse and inclusive workplace where all employees feel valued, respected, and empowered to contribute to our mission.