



ABOUT RESTLESS DEVELOPMENT

Restless Development is about one thing: youth leadership. More than ever, the world needs young people's leadership to solve its greatest challenges. Restless Development supports the journey of a young person to become a leader and helps them multiply that leadership in their communities and around the world. Every year we train, mentor, and connect thousands of young people to lead change. Some are social entrepreneurs, setting up businesses to provide for their families and create jobs, others are youth advocates, campaigning on issues like gender equality, climate justice, HIV and many others. We are a global agency driven by hubs in nine countries, and work with young people in over 70 countries. Our programs are genuinely life-changing, but we cannot do any of this without talented, creative individuals at every level of our organization.

Restless Development USA is a registered US non-profit with 501(c)(3) status, working in collaboration with other Restless Development Hubs around the world. We are an essential strategic hub for the global agency, and work on global advocacy, partnerships, thought leadership and technical assistance on youth-led development. Launched nine years ago in New York, the US Hub has steadily grown and is in an exciting era of increasing growth, influence, and opportunity.

For more information on Restless Development's mission, values and work, please visit:

www.restlessdevelopment.org.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programs or strategic objectives. We recognize that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT THE ROLE

This is an exciting new role that will enable the US Hub to increase our growth and impact by improving and running our finance and operations to make us a more effective, safe and sustainable organization. The Finance and Operations Senior Manager will oversee all finance functions, operations and administration for the US Hub - *including systems, reporting, leading our annual budget, reforecasting and year end processes, as well as HR (working with our payroll and benefits administration company) and other administration of the US Hub's programs and activities.*

We are looking for a proactive problem solver, with a strong finance background and either experience or an interest in operations – HR, safeguarding, quality assurance systems, virtual and working office management and more. This is a great opportunity to join a small but growing branch of a larger global

organization, playing an essential leadership role that could be a stepping stone to a COO career path, or a good fit for someone who enjoys playing a variety of roles in a small organization.

The Finance and Operations Senior Manager will be joining a current team of 3 staff and 1-2 interns. The US Hub budget ranges from \$500k-1m, with ambitions to grow. With other hubs in the global agency, we also work on multi-country proposals and grant management in the \$1-5 million range. Given our budget size, we expect the role to be approximately 50% finance and 50% operations/administration.

The Finance & Operations Senior Manager will play a key leadership role of the US Hub, helping to drive forward the strategy and performance of the Hub, alongside the Partnerships Senior Manager and Advocacy & Programs Manager. You'll also work closely with and have the support of finance and operations staff who support the global agency (currently in the UK and India) and other hubs in Africa and South Asia.

Job title	Finance and Operations Senior Manager
Location	New York, NY is highly preferred, but will consider other locations in the US for candidates who can propose solutions for how they can do the job remotely. All staff are currently working from home in NYC. Once the pandemic is over, it is likely that staff will continue to primarily work from home, with some in-office time (NYC location TBD).
Salary	\$78,668
Benefits	Include 24 days annual leave, medical insurance (100% of premium paid by employer), 401k plan contribution.
Preferred start date	May 2021
Requirements	Must be authorized to work in the US. The role will generally work regular business hours but will frequently require earlier morning calls to connect with colleagues in other time zones. Working hours on those days can be adjusted accordingly. In line with our safeguarding policy, a background check will be conducted after a conditional offer is made.
Reports to	US Director
Direct reports	None

Responsibilities:

Financial Management

- Establish and maintain financial records and reporting systems in accordance with generally accepted accounting principles (GAAP) and donor requirements, with appropriate internal controls.
- Ensure organizational compliance with US Finance regulations and Restless Development Finance policies and procedures.
- Lead the development of financial plans, hub and program budgets, and quarterly forecasts.
- Oversee the preparation of financial statements and audit files for the year-end external audit and liaise with the external auditor.
- Ensure that internal and external audit recommendations are implemented.
- Identify and manage financial risks with the Leadership Team
- Produce monthly management account packs with program managers, reviewing central and program expenditure and identifying and documenting variances against budget, and present the accounts to the Leadership Team.

- Prepare multi-currency funding statements (inclusive of FX analysis) on a monthly basis. Review monthly inter-company account statements and ensure that all monthly inter-company transactions are correctly posted, reconciled, and revalued.

Financial Accounting Functions

- Record and report transactions on a timely and accurate basis and appropriately reflected in Financial Force (our accounting software).
- Oversee and carry out Finance functions including payables, receivables, depositing checks, and ensure these processes are working smoothly.
- Ensure that bank reconciliation as well as receivables and payables statements are completed monthly on a timely basis and liaising with our bank as appropriate.
- Lead the preparation of all financial reports, including income statements, balance sheets, reports to the Board of Directors; support and review tax returns and reports for government agencies.

Financial and Compliance Management of grants and contracts

- Oversee finance and compliance of all grants and contracts involving the US Hub, with lead responsibility for financial reporting and joint responsibility with the Senior Partnerships Manager for timely and high quality submissions of all grants and contract reporting.
- Lead on all financial aspects of single and multi-country programs, including budgeting, forecasting, reporting and management of financial risks.
- Prepare reports for submission to program management committees, which includes consolidation of all hubs involved with the program (when applicable)
- Track reporting calendars and ensure compliance with financial management, reporting, and other funder requirements.

Operations Management

- Lead on Quality Assurance reporting (essential standards and key performance indicators) and risk assessment processes
- Update safety & security plans for the US hub as needed.
- Support implementation of US Hub Safeguarding processes.
- Coordinate annual strategic planning with Director and other team members.

HR and other Office Administration

- Oversee office management processes, including liaising with suppliers and contractors, asset management and procurement of resources.
- Liaise with payroll & tax service provider to review monthly and quarterly reports.
- Prepare annual reporting for Workers Compensation and Disability Insurance plans.
- Support the US Director in annual renewal of medical and liability insurance plans.
- Assist the Director in updating employment policies and best practice as needed.
- Support preparation for quarterly Board meetings including the annual Board retreat.
- General office support: answer occasional phone calls, coordinate outgoing and incoming mail, assist with planning and implementing post-pandemic office/work at home needs.
- Coordinate and support on recruitment for interns and staff

Other Duties

- Other duties as required.
- This post may involve some international travel (once it is safe) for support visits to other hubs where Restless Development has programs, or for Finance or People team conferences with other hubs. Where this or other events require work on weekends, time off in lieu can be taken.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviors	What we expect of the Finance and Operations Senior Manager
 <p>HEART</p> <p>We are who we serve. We are brave.</p>	Values-led	Upholds a values-led culture across finance & operations. Considers the Restless Values when making decisions and taking measured risks at a strategic level.
	Innovation	Is adept at measuring risk and tackling problems proactively. Fosters a climate of innovation and continual improvement. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.
 <p>HEAD</p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Takes full accountability for performance and value-for-money within their team. Ensures effective collaboration through high-quality advice and assistance to deliver quality and overcome challenges against strategic goals.
	Decision Making	Takes full accountability for managing a budget and/or program and/or incidents. Considers the organizational vision, Restless Values, external influences, and long term impact when making decisions.
 <p>VOICE</p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Plays a key role in strategy development. Is accountable for Finance & Operations performance. Inspires and supports others to take on a leadership role.
	People Development	Drives their own personal development, committing to new challenges which build capacity for the organization. Supports team members to fulfil their potential.
 <p>HANDS</p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Builds consensus and commitment among staff and national partners, using effective communication to navigate difficult topics. Confidently anticipates and responds to challenge or resistance in difficult circumstances. Coaches others to communicate strategically.
	Collaboration	Utilizes their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organization and/or current issues. Cultivates national partnerships.

SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Degree in accounting or related field • 2-4 years financial management experience • Significant experience managing multi-donor funded programs and organizations. • Budgeting, consolidation and currency management experience • Significant experience of reporting to US and international donors • Excellent Excel skills • Excellent IT, written and verbal communication skills. • Excellent organization skills and exceptional attention to detail • Self-starter and quick learner; willingness and ability to seek out information and solutions. • Experience with or interest and willingness to learn operational and basic HR management • Analytical skills and comfort with a rapidly changing environment. • Strong team player and strong cross-cultural skills: ability to establish strong working relationships with staff in the US and in other countries. • Willingness to wear multiple hats and be a key member of a small team • Committed to Restless Development's mission and values.
Desirable	<ul style="list-style-type: none"> • Management accounting background will be an advantage. • Nonprofit work or volunteer experience • Experience of reporting to international donors and working in an International NGO. • Experience with office, HR and operations management • Knowledge of US and New York State & City employment and nonprofit laws • Knowledge of Financial Force

Restless Development is committed to equal employment opportunity and to building and supporting a diverse and inclusive team. We encourage applications from candidates from diverse backgrounds, and will not discriminate against any applicant or staff member based on race, color, sex, religion/creed, national origin, citizenship status, age, sexual orientation, disability, uniform service member status, marital status, pregnancy and childbirth, or any other protected class under federal, state and local law.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. The annual gross salary for this position is \$78,668. Benefits include health insurance (100% of premium paid by employer) and 4% of gross salary contribution to a 401k plan.

Work-life balance

It goes without saying that we work hard at Restless Development. We also recognize the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to federal holidays). Extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, and maternity, paternity or adoption leave.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognized by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognizing and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

HOW TO APPLY

- Complete the [application form](#) and upload your resume by April 22nd