



Global
Diversity
Foundation

Job Description

Position: Finance Officer – Marrakech based (5 days/week)

Contract type and working hours

This is a yearly, renewable, independent contract for a Self-Employed Sole Trader working 5 days per week (each working day consisting of 7 hours). Our working hours align with standard UK office hours, but the team usually overlaps their online presence between 10 and 15 CET GMT+1.

Location

Remote working from Marrakech, with occasional international travel and substantial travel within Morocco, especially to our field sites in the High Atlas.

Organisational Overview

The Global Diversity Foundation (GDF) is an environmental and social justice non-profit that nurtures and supports changemakers who are operating at all scales, working across boundaries and differences to find durable solutions to complex challenges. With over twenty years of experience in implementing long-term programmes that empower communities and regenerate biocultural diversity, we provide changemakers with hands-on support and diverse networks that help them create flourishing communities and environments around the world.

Our largest programme is currently the High Atlas Cultural Landscapes (HACL) programme - a collaborative effort between GDF and the Moroccan Biodiversity & Livelihoods Association to assist Atlas rural communities in revitalising traditional practices, sustaining livelihoods, and restoring nature. You can find out more about the history of the programme, as well as its current activities, on our website ([linked here](#)). Your role will play a key part in supporting HACL activities and our other efforts in Morocco, as well as the larger GDF team and international projects.

We strongly believe in our values and want our whole team to fully commit to and embrace them:



About the role

The Finance Officer will join our team to oversee GDF's operational finance management, leading on financial administration and bookkeeping. They will work closely with GDF's Morocco team and support our field activities by ensuring our programmes and partnerships follow sound financial procedures; supporting with budget management, daily financial operations, and ensuring local compliance. We need someone with sound experience administering a charity's finances, who can understand both the needs of our field programmes and the Moroccan context in which they are embedded, as well as the regulatory requirements of a UK-registered charity with international donors.

Responsibilities:

General Responsibilities

- Monitor the Finance Team's email address and respond appropriately, addressing or escalating queries promptly
- Attend bi-weekly team meetings and any other calls concerning this role and responsibilities
- Support the Head of Finance in administrative aspects of GDF's governance, such as the preparation of annual accounts and their submission to Companies House and Charity Commission
- Support the team in the implementation of policies and procedures, and in ensuring that financial practices and processes are in line with regulatory requirements as well as GDF's mission, values, and ethical standards
- Brainstorm and troubleshoot challenges to support the team in co-creating solutions

Financial Administration

- Enter all supplier invoices, staff, volunteer and carer expenses, payments, and receipts into our QuickBooks accounting package in an effective and timely manner dealing with any queries as necessary

- Oversee the administration and filing of all financial documents, ensuring effectiveness, precision and compliance
- Lead on the verification of all bills, expenses, etc. and ensure they are coded and posted appropriately
- Ensure that all payments follow the appropriate approval trail
- Support the processing, setting up and making of payments
- Reconcile accounts and bank statements, and identify / flag any discrepancies promptly
- Revalue currencies and manage foreign exchange
- Maintain general ledgers
- Ensure appropriate administration of QuickBooks, and support in the implementation and maintenance of any future financial software and systems needed for accounting
- Support the team in ensuring data integrity and security within financial systems
- Record donations, grants, and other income accurately
- Respond to invoice requests and generate invoices, following up on payments
- Update and maintain GDF's fixed asset register
- Administer and monitor GDF's petty cash system and cash payment vouchers

Programmes Support

- Support in the drafting and managing of programme budgets
- Monitor actual spending against the budget, providing regular reports to project leads
- Support in ensuring field-based financial processes and spending comply with local regulatory requirements and laws, as well as grant requirements and internal policies
- Support in the preparation of financial reports, both internal and donor reports
- Support the finance team and programme manager in conducting partner audits
- Participate in general meetings to address finance queries and keep up to date with programme developments
- Liaise with the wider team to ensure smooth financial operations
- Support with financial training for staff and consultants as needed

Payroll and salaries

- Send monthly core team invoice reminders to the team
- Prepare payroll and monthly payments
- Post payroll recharging staff costs across projects

Procurement

- Seek quotes and conduct compliance checks on vendors
- Liaise with vendors on payment queries and issues
- Ensure cost-effective procurement of goods and services

Requirements:

Essential qualifications and skills

- Higher education degree in a relevant topic
- Minimum 3 years' experience in a similar role in the non-profit sector
- Fluent in English and French, additional Moroccan languages are a plus
- Proficiency in Excel and QuickBooks

Our ideal candidate

- You live in Marrakech and are able and willing to travel as needed
- You resonate with and believe in our values, our work, and our approach to finances

- You have robust experience overseeing an organisation's financial processes, preferably both in Morocco and in the UK
- You are a proactive, resourceful and dynamic initiative-taker who can problem solve and address issues and discrepancies promptly
- You have an analytical mind and the ability to analyse financial data to provide insights
- You ensure accuracy in all you do, and have superb attention to detail
- You can easily switch between multiple tasks, which may demand different states of mind, and are able to multitask effectively and meet deadlines
- You are proficient at managing your own time and working efficiently under minimal supervision
- You can connect and talk effectively with different types of people and organisations (both virtually and in person), and have very strong verbal and written communication abilities
- You have positive experience working remotely with an international team
- You are culturally sensitive and able to interact positively with people from different backgrounds and cultures from across the world

How to apply:

Please send applications to lorenza@global-diversity.org.

To apply, please submit your CV alongside a cover letter or 3 minute video outlining why you want to work for GDF, how your profile suits the role and how your values and interests are a good fit for GDF. Applications without a cover letter or video will not be considered.

The deadline to apply is 30 August 2024, but we will interview promising candidates on a rolling basis. We reserve the right to close applications early should we find the right candidate before the deadline.

We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore particularly encourage applications from candidates of underrepresented backgrounds.