

## TERMS OF REFERENCE

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**Title of Position:** Finance Officer  
**Location Position:** Sugar Land, Texas  
**Reports To:** National Council and National ITREB (USA) Executive Officer

### **OPPORTUNITY PROFILE:**

The Finance Officer will oversee the financial functions and manage the institutional financial resources of the National Council, the National ITREB and their affiliated agencies, including Local Councils, Local ITREBs, Central Institutions, and the Property Matters Portfolio (hereafter all Institutions).

The Finance Officer will have a strategic and operational focus from a finance perspective and will be an integral part of the senior management team providing leadership, business, and financial acumen to the overall strategic direction and development of the Jamati Institutions.

Overseeing a team of finance staff as well as volunteers, the Finance Officer will manage the institutional financial resources regardless of source of funding, and will direct, monitor, and implement the process of budget formulation and execution, cost analysis, apportionments, and allotments.

The Finance Officer will report to the Executive Officer of the National Council and the Executive Officer of ITREB USA (hereafter Executive Officers), with additional support and direction from the designated Finance member for both institutions, and be accountable to the National Council and ITREB USA via the interface with the Vice President of the National Council and the Honorary Secretary of ITREB USA, respectively. He/She may interface with all levels of membership and staff of the Central Institutions, Property Matters Portfolio and other affiliated agencies, and would also liaise with AKF, FOCUS and other institutions regarding financial matters, inter-institutional reporting, etc., as and when required.

### **ROLES AND RESPONSIBILITIES:**

The Finance Officer will be responsible for the following:

1. Oversee fiscal activities
  - Centrally manage the financial transactions for all Institutions.
  - Provide close financial management and oversight of the Local Councils and Local ITREBs for their programs and operations.
  - Provide financial control and oversight over all bank accounts, including trust funds.
  - Ensure all financial transactions are recorded in accordance with fiscal policies and practices and are in compliance of accounting standards.
2. Support financial planning and capital requests of all Institutions
  - Coordinate preparation of the annual budget for all Institutions as part of the Objectives and Strategies (O&S) exercise while ensuring its implementation, monitoring, analysis as well as its accurate reporting.

- Analyze and consolidate budgets for programmatic, operating, administrative, and capital needs of all Institutions for submission to the Grants and Review Board (GRB) and the Department of Jamati Institutions, Aiglemont (hereafter DJI).
  - Ensure that respective institutional leadership and GRB duly approve commitments for all non-budgeted programs and/or expenses. Prepare submission for supplementary budget approvals when required.
  - Plan, coordinate, review, evaluate, and ensure the timeliness and effectiveness of all capital expenditures.
  - Develop a plan for capital spending within all Institutions to include unit turnover commitments and capital projects, which stay within the prescribed spending levels. Ensure that Capital Authorization Requests (CAR) procedures are being followed.
3. Develop and maintain business processes related to financial activity across all Institutions
- Develop, establish and implement internal controls, financial best practices, and benchmarks.
  - Develop and maintain an integrated financial management system, including planning, budgeting, accounting, and reporting.
  - Develop specific policies and procedures for the financial management of various institutional functions, activities, and programs of all Institutions. Update financial policies and procedures in consultation with GRB.
  - Conduct periodic training on policies and established best practices.
4. Manage institutional resources effectively
- Assess, analyze, review, validate, and make recommendations on institutional fiscal resource requirements and requests on the basis of established priorities and criteria.
  - Investigate financial operations issues and prepare/provide related reports and supporting documentation pertaining to individual institutions.
  - Record, control and manage all fixed assets of the Institutions, including utilization and needs assessment.
  - Analyze operating expense trends and work with institutional stakeholders to achieve prescribed benchmarks, while ensuring that spending levels are adequate to preserve institutional and programmatic goals
  - Provide financial direction and guidance to Local Councils' and Local ITREBs' administrative staff.
  - Conduct periodic performance reviews of direct reports and provide recommendations for enhancing skills.
  - Review patterns of expenditures and consolidate purchasing power with various key vendors.
5. Develop and deliver financial reports and support other related reporting activities
- Work with GRB on the interim financial reviews, annual financial audits and management audits as well as address and follow-up on all GRB audit recommendations
  - Oversee and monitor all bank accounts and submit reports with book balances to GRB and DJI as and when requested.

- Generate monthly, quarterly, mid-year, and annual financial statements including cash flow and capital replacement spending reports.
  - Prepare, review and submit required reports to the Executive Officers and Senior Leadership as well as the GRB and other authorities responsible for reviewing Institutions' financial matters.
  - Develop and present high level financial summaries and fiscal reports to the National Council and ITREB leadership on a quarterly basis, and identify critical issues that need to be resolved.
  - Provide financial advice and make policy recommendations on financial management to the Institutions, exercise such functions and authorities as may be delegated from time to time
  - Attend institutional meetings as required.
6. Mitigate institutional risk
- Ensure that all regulatory and statutory reports as well as filing requirements are duly fulfilled and complied with in a timely manner.
  - Identify financial risks and propose corrective actions to mitigate such risks to all Institutions.
  - Maintain the confidentiality and integrity of all sensitive material/information as well as safeguard all Jamati documents, files and records.
7. Support any other duties that may be assigned as appropriate

#### **QUALIFICATIONS:**

- Bachelor's Degree in Accounting or Finance is required
- Master's degree and/or CPA strongly preferred
- 8 or more years of accounting/financial management experience
- Proficiency in QuickBooks and other accounting software
- Strong written and verbal communication skills including presentation skills
- Fluent in verbal and written English.
- Strong ability to manage and prioritize multiple tasks
- Ability to lead a team of staff and volunteers along with providing functional support including financial supervision and training to local staff
- Ability to influence teams in a matrix organization in order to build strong working relationship with the central and remote staff
- Able to identify ways of improving efficiency and productivity
- Models appropriate discretion and ethical values in the management of confidential or proprietary information
- Emotionally mature

**COMMENTS:**

- Position offers an excellent benefits package which includes medical, dental, and vision coverage.
- Interested candidates should send their cover letter and resume to Nusrat Maredia at [nusrat.maredia@usaji.org](mailto:nusrat.maredia@usaji.org). Thank you for your interest.
- The deadline for applications is December 23rd, 2017.