LOCATION: Bogotá, Colombia or Nairobi, Kenya
TERM: Long term position with full-time commitment
EXPECTED STARTING DATE: As soon as possible
APPLICATION DEADLINE: Applications will be considered on a rolling basis

FINANCE & OPERATIONS MANAGER

ABOUT US

Instiglio is a non-profit consulting firm whose goal is to reshape expectations, raise performance standards, and maximize the impact of the development community. To do so, since our founding in 2012, we have been pioneering novel Results-Based Financing (RBF) and Performance Management approaches in developing countries to ensure that every dollar invested in solutions to poverty has the greatest possible impact. Instiglio is helping to build a global results movement in major social sectors, including livelihoods, agriculture, education, health, employment, and governance.

During our journey, we have worked with a range of actors; including governments (e.g., Governments of Colombia, Peru, Morocco, and Egypt), multilateral development banks (e.g., World Bank, Inter-American Development Bank), development aid agencies (e.g., USAID, MCC, DFID, GAC, SECO), service providers (e.g., Educate Girls, Mercy Corps, World Vision), and private foundations (e.g., IKEA Foundation, UBS Optimus Foundation, Fundación Corona, Fundación Bancolombia).

Instiglio has successfully launched Results Based Financing projects in over 25 Latin American, African, and South Asian countries, totaling over US $500 million tied to results. Particularly important milestones include the world’s first Development Impact Bond (education, India); the first Social Impact Bond launched in a middle-income country (workforce development, Colombia); the first Outcomes Fund (poverty graduation, Kenya and Uganda); and the launch of performance-based contracts with governments in Africa (employability, Morocco). Instiglio has also advised pioneer Results Based Financing transactions in the areas of agriculture and rural development in Colombia and Peru with the Canadian (GAC) and Swiss (SECO) development aid agencies, respectively. In addition, Instiglio has increasingly supported governments in strengthening their own systems of delivery through multi-year reform processes.

We are a diverse team of 50+ people, representing 10+ nationalities, with offices in Kenya, Morocco, Colombia, Peru, and the USA. Our team of practitioners has extensive development and government experience, including previous roles in impact evaluation (e.g., J-PAL), development banks (e.g., World Bank), country governments (e.g., Rwanda Ministry of Finance, Colombia’s National Planning Department, Congress of Colombia), and research (e.g., Harvard’s Center for International Development).
THE ROLE

The Finance & Operations Manager will take ownership over Instiglio’s global middle and back office operations, such as finance and accounting, internal controls, treasury, HR administration, general services, legal and compliance processes. This role involves working across teams, managing a wide range of internal functions for our Global Headquarters in Bogota, as well as our local operations in Lima, Nairobi, Washington D.C., and Rabat.

The role will be critical in the overall functioning of a fast-growing non-profit organization. It will present the challenging opportunity of applying corporate finance as well as operational efficacy to a global non-profit centered on delivering impact where it is needed the most. This role will be instrumental for Instiglio to meet the growing demand for its services across Africa and Latin America, and to catalyze a focus on results within the development discourse and practice.

The role will imply building and managing systems, processes, and structures, sometimes from scratch, to ensure organizational effectiveness and efficiency. We are looking for an individual that is creative and empathetic, and at the same time possesses structured and strategic thinking skills to help foster a rewarding work environment and further our mission. The ideal candidate for this position works well independently, values precision and attention to detail, offers excellent analytical skills, is comfortable with uncertainty, and is capable of shifting their perspective from the details to the big picture.

The responsibilities of the Finance & Operations Manager will include, but are not limited to:

**Finance and Accounting**
- Managing the day-to-day of the Global finance and accounting teams
- Managing and overseeing the execution of Global and office accounting (accountant management, expense tracking, taxes, and statutory deductions)
- Managing organizational financial planning by supporting the implementation of financial forecasting and budgeting processes
- Proposing, tracking and updating financial indicators/KPIs that provide insights for better decision making
- Conducting financial analysis and defining financial business strategy that can drive growth (cost analysis, efficiencies, pricing strategies, profitability analysis)
- Working directly with management and internal stakeholders to provide financial recommendations

**Treasury**
- Managing liquidity at the global and office levels
- Managing the FX risk
- Managing and overseeing national and international payments
- Overseeing and managing bank accounts

**Legal & Compliance**
- Managing the relationship with external lawyers across all offices
- Analyzing fiscal, accounting, and legal implications of organizational plans and providing timely recommendations
- Applying current regulations, agreements, decrees and other norms at the corporate and fiscal level and which govern social, legal, extra-legal benefits and salaries that apply to employees and contractors
- Ensuring proper organizational registration and documentation to comply with funder requirements

**Controlling**
- Developing and improving financial and administrative operating policies and procedures to ensure the adequacy of internal controls
- Managing the day to day relationship with external auditors across all offices
- Managing and overseeing global and local audits for all Instiglio entities
- Overseeing the preparation of all financial performance reporting
- Developing financial and administrative tools for management and reporting purposes
- Managing financial risk associated with internal operations and external circumstances

**HR Administration**
- Managing and overseeing the implementation of payroll, contracting, and immigrations processes across our offices

**General services**
- Managing the company’s office maintenance; directing and supervising maintenance work
- Managing the support to the front office for the delivery of Instiglio’s services
- Supervising the hiring of suppliers across the organization
THE PROFILE
We are growing a team of go-getters that are driven by our mission, curious about the world, and dedicated to a life of learning. An ideal candidate will have:

REQUIRED QUALIFICATIONS

Experience:
- At least 8 years of relevant experience in corporate finance, accounting, and internal operations
- At least 2 years of team management experience
- Experience working in an international or multinational organization
- Experience creating and improving financial policies and processes
- Experience in auditing process
- Experience corporate financial planning and analysis

Education: Bachelor’s degree in business administration, finance, accounting, or similar field

Language skills: Exceptional written and oral communication skills in Spanish and English - C1

Knowledge: Knowledge of International Financial Reporting Standards (IFRS)

Skills:
- Exceptional strategic thinking, problem-solving, and structured thinking skills
- Self-starter, able to work independently and in teams. Can plan, prioritize and manage multiple projects at the same time.
- Ability to relate well to people from different backgrounds, build trust, and manage conflict.
- Emotional intelligence, resilience and good self-management skills (emotional regulation, self-awareness, self-actualization)

PREFERRED QUALIFICATIONS

Experience:
- FX risk management
- Experience in HR Administration
- Experience in general service administration
- Experience in a non-profit or international development organization
- Experience as a consultant or auditor
- Experience with USA, Colombia, Kenya, Peru, and/or Morocco government regulations

Education:
- MBA or Master's in Finance
- CPA

Language skills: Exceptional written and oral communication skills in French - C1

Skills & Knowledge:
- USGAAP
- Experience building processes and systems from scratch

HOW TO APPLY
Please apply here. Applications are rolling and considered as they are submitted. Please note that only candidates selected for an interview will be contacted and that the curriculum must be provided only in English version.