



**TERMS OF REFERENCE**  
**Director of Operations & Finance**

<b>Organization</b>	<a href="#">NEAR</a> (Network for Empowered Aid Response) (Hosted by <a href="#">Adeso</a> – African Development Solutions)
<b>Position</b>	Director of Operations and Finance
<b>Reporting To</b>	NEAR Executive Director
<b>Working With</b>	NEAR Secretariat
<b>Duty Station</b>	Remote
<b>Duration</b>	12 months (with possibility of renewal)
<b>Starting Date</b>	As soon as possible

**ABOUT NEAR**

NEAR (Network for Empowered Aid Response) is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. NEAR is a membership based organization with members coming from four regions: Africa, Asia and the Pacific, Latin America and the Caribbean, and the Middle East.

**ABOUT ADESO**

NEAR is currently hosted by Adeso, an expanding and vibrant African based international development and humanitarian organization. Adeso and NEAR both aspire to prevent and overcome situations that adversely affect community well-being by: Influencing policy change and enacting systemic change through innovative solutions led by local and national actors.

**POSITION PURPOSE**

We are seeking a skilled and experienced Director of Operations & Finance (DOF) to oversee our company's financial and operational functions. The ideal candidate will have a strong background in accounting, financial management, and strategic planning. The DOF will ensure accurate financial reports, manage budgets, conduct financial analysis, and develop strategies to enhance overall performance and efficiency.

This role requires excellent leadership, communication, and analytical skills, along with a deep understanding of financial regulations and compliance. The DOF will lead a small team, fostering a collaborative environment to achieve organizational goals.

The DOF will guide our organization towards strategic goals, ensuring financial integrity, accountability, and sustainability. By driving strategic planning and enhancing processes, the DOF will support our mission, provide insights to the NEAR Leadership Team and Board of Directors, and ensure the organization remains agile and responsive to deliver impactful and sustainable solutions to the communities we serve.

**SPECIFIC ROLES AND RESPONSIBILITIES**

**Systems and Processes**

- Lead and manage a small team of finance and operations staff, providing guidance, coaching, and professional development opportunities.
- Develop and implement a financial and administrative accounting and reporting system to enhance management, oversight, and transparency.
- Coordinate with relevant team members to manage administrative tasks necessary for the functioning of information systems and operations.
- Develop reporting formats to ensure information is readily available to stakeholders and can be analyzed for presentation to different audiences.
- Support financial system development for integration with overall management systems.
- Collaborate with department heads to develop operational policies and procedures that align with financial objectives and enhance efficiency.
- Stay informed about industry trends, economic conditions, and regulatory changes that may impact financial strategy and operations.

#### **Finance**

- Ensure financial integrity and accountability, maintaining internal controls.
- Oversee audit activities and ensure compliance with government and donor regulations. Coordinate with auditors for timely issuance of audits and reports.
- Coordinate with staff to create and manage the yearly organizational budget. Develop budgets for proposals and long-term financial strategies.
- Manage financial contributions, ensuring proper accounting and reporting.
- Develop and implement financial policies, procedures, and controls to ensure compliance with regulatory requirements and optimize financial operations.
- Oversee all aspects of financial management, including budgeting, financial reporting, cash flow management, and financial analysis.
- Prepare accurate and timely financial statements and reports for management, stakeholders, and regulatory authorities.
- Conduct financial analysis, including variance analysis and cost/benefit analysis, to support strategic decision-making.
- Manage and monitor cash flow, investments, and financial transactions to optimize liquidity and financial health.

#### **Operations**

- Develop and implement operational strategies, policies, procedures, and templates.
- Oversee daily operations, including administrative functions, human resources, and resource management.
- Ensure alignment of operations with the organization's mission and goals.
- Oversee logistics, procurement, and IT systems.
- Manage various types of agreements (e.g., grants, sub-grants, contracts) and solicit legal advice when necessary.
- Conduct financial monitoring and oversight for implementing partners in the field.

#### **Risk Management and Compliance**

- Identify and mitigate operational and financial risks.
- Develop and implement internal controls to safeguard organizational assets.
- Ensure robust systems for financial and operational reporting and accountability.
- Ensure compliance with donor guidelines and regulatory requirements.
- Coordinate the implementation and closure of audit findings and recommendations.



- Ensure accurate and timely completion of audits and compliance reviews.
- Drive process improvements and initiatives to enhance overall financial performance and operational effectiveness.

#### Other

- Support NEAR's spin-off from its fiscal sponsor (Adeso) to becoming an independent entity.
- Provide quarterly updates to NEAR's Board of Directors.

#### EXPERIENCE AND QUALIFICATIONS

- Advanced degree in Accounting, Finance, Business Administration, or a related field; CPA or CMA certification preferred.
- At least 10 years of experience in finance, operations, administration roles with supervisory experience.
- Proven experience as a Director of Finance, Comptroller, Controller, or in a similar financial management role.
- Strong knowledge of accounting principles, financial regulations, and financial analysis.
- Demonstrated experience in developing and implementing financial and operational policies and procedures.
- Advanced proficiency in financial management software and ERP systems.
- Excellent analytical skills with the ability to interpret complex financial data.
- Strategic thinker with a demonstrated ability to drive financial performance and business growth.
- Ability to manage multiple priorities in a fast-paced environment.
- Experience managing a small team of finance and operations staff.
- Knowledge of financial modeling, forecasting, and advanced Excel usage.
- Experience with grant, sub-grant, and accounting procedures in the aid sector.
- Excellent organizational skills with a high level of attention to detail.
- Proven ability to communicate effectively and work well in a team environment.
- Experience in Human Resources is a plus.
- Fluency in both written and spoken English. Other language skills a plus.

#### APPLICATION PROCESS

All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by **14 February 2025** with “**Director of Operations & Finance**” on the subject line. The selection committee will review all applications as they arrive.

Each application package should include the following:

- Cover letter with the applicant's current contact information (limited to one page)
- CV
- Three Professional References, with complete contact information

**All applicants must meet the minimum requirements described above. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.**