Young people have the energy, power and passion to drive change and create a better future.

Zawadi – Volunteer, Raleigh Tanzania
OUR VISION.
A FAIR, INCLUSIVE, AND GREEN WORLD WHERE YOUNG PEOPLE CONFRONT THE PLANET’S MOST URGENT CRISES.

OUR MISSION.
TO IGNITE YOUTH-LED ACTION THAT CREATES SOLUTIONS TO THE WORLD’S MOST URGENT PROBLEMS.
**About us.**
Raleigh International (RI) is a youth-driven organisation supporting a global movement of young people to take action. Raleigh Nicaragua (RNI) is a subsidiary of RI and has been working in Nicaragua since 2001. We work together with the Costa Rica team, with its main office in Turrialba, Cartago, and the staff size at the start of 2021 will be 5.

We promote the role of young people in decision making and civil society by giving them the tools to lead the change they wish to see. RNI currently has three active projects:
- Youth for Green Growth (Y4GG2)
- Exchange for Campaign, Empowerment & Leadership (ExCEL)
- Expedition

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development. Raleigh delivers impactful youth-driven projects in four different programmatic areas that all link to and support the UN’s Sustainable Development Goals. The four programmatic areas are: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

**Our story.**
We have worked with young people around the world for over 35 years. We constantly evolve but have always focused on supporting young people to take action and create change for themselves, their communities, and the world.

**The problem.**
Young people demand change now, but do not always know how to take action.

**Our role.**
We connect young people with the skills, networks, platforms, and experiences to lead action on the change they demand. We create a generation of young leaders who are taking action now.

**The outcome.**
We create a generation of young leaders who are taking action now.
Why work for us?

What makes Raleigh International different...
Youth

We work with a global movement of young people who are generating solutions to the most urgent crises facing the planet. Young people use Raleigh International's unique ‘Ignite. Equip. Mobilise.’ model as they move from being contributors and collaborators on projects creating change to initiators who are leading the action they want to see.

Ignite - we build pathways and experiences for young people to develop their confidence and leadership.

Equip - we support young people to build the skills and knowledge they need to develop solutions to global problems.

Mobilise - we unite young people with experts so they can turn their ideas for changing the world into action that they lead.

Impact

Raleigh’s size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Culture

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
Our Values

All organisations have their values, but Raleigh International really is an organisation that strives to recruit based on cultural fit, and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

“We find the courage to speak up for a cause and take action.”
**Jyotir, Operations Manager, Nepal**

“I’ve been able to experiment with new technologies to celebrate the work we do in innovative ways.”
**Chris, Senior Digital Communications Officer, UK**

“No matter the role or country, we are all united in creating sustainable change together.”
**Heleena, People, Culture & Training Manager UK**

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”
**Hellen, National Youth Programmes Coordinator, Nicaragua**

Create impact together.

We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

Act with integrity.

We respect the qualities of real leaders, and we strive to embody them in everything we do.

Commit to learning.

We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

Find the courage.

We stand up for what we believe is right, even if this means stepping out of our comfort zones.

Never give up.

Changing the world can be hard, but we will not stop until we have achieved all we set out to.
About the role

The purpose of the role will be to perform the administrative and financial management functions of Raleigh Costa Rica and Nicaragua as per its policy, manuals, rules and regulations.

They will be responsible for maintaining the financial and administrative systems of Raleigh Central America to ensure their effective implementation and compliance.

They will implement systems, policies and procedures to improve the internal control, reporting and transparency of the financial transaction of the organization.

Contract – permanent

Location – Costa Rica, Central America

Salary - 735 USD gross monthly

How to apply- Apply using our secure online application form.

Closing date
20 April 2021, 17:00 Central America Time

Interview dates
26 April 2021
Accountabilities

1. Accounting
   *Ensure proper recording and execution of all financial transactions into the accounting system*

   a) Referencing and coding supplier's invoices and post in the accounting system.
   b) Distributing invoices for authorization by cost center managers.
   c) Processing payment transfer requests and carrying out monthly supplier statements reconciliation.
   d) Processing staff expenses claims.
   e) Preparing payment run and uploading payments into online banking.
   f) Prepare monthly staff payroll.
   g) Managing petty cash and reconciliation.
   h) Prepare and present reports to the Raleigh UK office to comply with the accounting cycle.
   i) Maintain and digital and physical records of the voucher and other documentation that ensure a good paper/digital trail of the transactions.

2. Finance
   *Collect key information to create reports to support decision-making processes.*

   a) Prepare the cash flow reports and the forecast.
   b) Prepare project reports.
   c) Support the Senior Management Team (SMT) in preparation for the annual plan of action and budget and narrative financial reports.
   d) Monitor budget according to programme phase and annual budget, prepare forecasts and ensure adherence to annual program and budget.
3. **Administration**

   *Support a large range of administrative activities to have an effective business continuity*

   a) Ensure that insurance schedules are up to date
   b) Overseeing the good operation of vehicles and premises maintenance.
   c) Keep key information such as agreements and contracts of staffs, NGOs, consultants, suppliers in order and safe storage.
   d) Ensure proper implementation of the administrative aspects of the programme.
   e) Oversee the management of utilities (water, electricity, telephone and internet bills) ensuring timely payment
   f) Ensure proper management of the filing system of documents (both hard copy and digital).
   g) Perform other tasks as dispensed by Country Director.

4. **Internal Control**

   *Ensure adherence to the Raleigh International Code of Conduct and Anti-Corruption policies.*

   a) Create, improve or update internal policies.
   b) Ensure operations system are based on the internal control mechanism.
   c) Support the external audit and implement the recommendations of the external auditors.
   d) Train the staff and volunteers to implement the internal control guidelines.
   e) Report any concerns as per Raleigh International’s policies.
   f) Review updates and inspection of inventories and the asset register.
5. **Compliance**

Ensures that the organization comply with the legal requirements in direct connection with financial management.

a) Responsible for compliance with the legal requirements of local authorities, such as Tax Agency, Social Security and similar.

b) Prepare overall and project-specific periodic financial reports as per the requirements of the donor(s), government and Raleigh UK.

c) Keep control of legal documentation of the organization and ensure that all is up to date.
• **Technical degree in accounting.**
• **Private Accountant (CPI) – desire-.**
• **At least 2 years of working experience:**
  o General Accounting
  o Experience working with a reporting office (Headquarter)
• **English B2 (required)**
• **Excellent written and verbal communication skills including presentation skills to a variety of audiences (Spanish).**
• **Strong IT Skills (specifically Excel, Office365, Virtual Collaboration Tools)**
• **Knowledge of NetSuite – desire-.**

**Personal Qualifications:**
- **Attention to the detail,**
- **Responsible,**
- **Honesty,**
- **Problem-solving,**
- **Negotiation skills,**
- **Independent,** and
- **The ability to multitask**
Team Culture
Working for Raleigh means you are joining a community. Our team is small which means we all support each other and jump to different tasks as needed. There is a learning and energetic atmosphere as everyone is passionate about their roles.

Employee Assistance Programme
Raleigh is part of an Employee Assistance Programme which offers support for employees and their immediate family members on a wide range of work and personal issues, including counselling and legal advice.

Time Off
20 working days of vacations.

Equal opportunities, safeguarding and vulnerable adults
Raleigh International is committed to ensuring equal opportunities and the health, safety, welfare and development of all people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All staff and participants who take part in activities organised by us should enjoy working and taking part without fear of harm. We guide all staff and participants to show respect for and understanding of people’s rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Employment eligibility
To be considered for this role applicants must have appropriate work visa or have a right to work in Costa Rica.
Other information

Office hours

Normal office hours are Monday to Friday, 8am - 5pm. Staff may be required to work longer hours at events and during busy periods, including weekends, but time can be claimed back using the Time Off In Lieu policy.

How to apply

Apply using our secure online application form. Selecting “CA Accounting and Financial Assistant” as the role.

Interview date(s)
• Interviews will take place the week commencing 26 April

Closing date
• 20 April 2021, 17:00 Central America Time

Anti-corruption policy

It is Raleigh International’s policy to conduct organization business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organization conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

https://raleighcostarica.org/