Recruitment Pack
Finance & Governance Manager
Raleigh Nicaragua & Costa Rica
About this role.

The purpose of the role is to guarantee effective risk management of Raleigh’s activities in the Country; and to perform the financial and administrative management function of Raleigh Nicaragua and Raleigh Costa Rica as per its policy, manuals, rules, and regulations.

Will be responsible for maintaining the financial and administrative systems of Raleigh in Nicaragua and Costa Rica to ensure their effective implementation and compliance with government institutions.

They will implement systems, policies, and procedures to improve the internal controls, reporting and transparency of the financial transactions of the organization so that it provides reassurance to the Nicaragua Governance Group (NGG), the Raleigh Costa Rica Board and internal and external auditors.

Contract
Permanent Contract

Location
Nicaragua

Salary
1,050 USD gross monthly

How to apply
Please apply through our anonymised application form on our website [here](#).

Closing date
9 April 2022, 17:00  Central America

Interview date
18th April 2022
Role responsibilities.

Relationships

Ensures that stakeholders in Raleigh Nicaragua are fully engaged in the planning and operations of Raleigh Nicaragua

• Maintain a strong relationship with the Nicaragua Legal Representative, ensuring that they are engaged in planning, financial oversight, and governance of Raleigh Nicaragua at all stages.
• Manage the risk management of Raleigh’s activities. Identify mitigation actions and seek for approval of the NGG before implementation.
• Has the authority to stop activities, publications, or other external engagements without the authority of the Country Director in emergency cases and only if the Country Director or Director of SIOS cannot be contacted.

Administration

Support an extensive range of administrative activities to have an effective business continuity for Raleigh Costa Rica and Nicaragua

• Manage and keep the insurance up to date.
• Oversee the good operation of vehicles and premises maintenance
• Keep in order and safe storage key information such agreements and contracts of staff, NGOs, consultants, and suppliers.
• Ensure proper implementation of the administrative aspects of the programme
• Oversee the management of utilities (water, electricity, telephone, and internet bills) ensuring timely payment
• Ensure proper management of the filing system of documents (both hard copy and digital)
• Perform other tasks as required by the Country Director
Accounting

Ensure proper recording and execution of all financial transactions

• Processing payment transfer requests and carrying out monthly supplier statements reconciliation
• Processing staff expenses claims
• Preparing payment run and uploading payments into online banking
• Preparing monthly staff payroll
• Managing petty cash and reconciliation
• Preparing and presenting reports to the Raleigh UK office to comply with the accounting cycle (monthly management accounts and year end audit)

Finance

Collect key information to create reports to support decision-making processes

• Prepare the cash flow reports and the forecast
• Prepare project financial reports
• Support the Senior Management Team (SMT) in preparation for the annual plan and budget and narrative financial reports
• Monitor budget according to programme phase and annual budget, prepare forecasts and ensure adherence to annual program and budget

Internal Control

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

• Create, improve, or update internal policies
• Ensure operations systems are based on the internal control guidelines
• Train the staff and volunteers to implement the internal control guidelines
• Report any concerns as per Raleigh International’s Whistle-blowing policy
• Ensure inventories and the asset register is up to date
• Support the external audit and implement the recommendations of the external auditors

Compliance

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

• Responsible for compliance with the legal requirements of local authorities, such as Tax Agency, Social Security, and others
• Prepare overall and project-specific periodic financial reports as per the requirements of the donor(s), government, and Raleigh UK
• Keep control of legal documentation of the organization and ensure that all is up to date
• Provide reports to the Nicaraguan Governance Group about the organization situation as per request
Person Specification

• Technical degree in accounting, finances, or business administration. Relevant experience will be valid as equivalent knowledge.
• Private Accountant (CPI) – desirable
• At least 3 years’ working experience:
  • General Accounting
  • Experience working with a Headquarters on a regular basis
  • Accounting Software
  • Experience working remotely
  • Experience managing compliance process towards MIGOB-DGI-MIREX
• English B2 (required) B2+ (Desirable)
• Excellent written and verbal communication skills including presentation skills to a variety of audiences (Spanish)
• Strong IT Skills (specifically Excel and databases, Office365, Virtual Collaboration Tools), Experience with NetSuite and Dynamics 365
• Personal Qualifications: Attention to detail, responsible, problem-solving and negotiation skills
• Driver’s License (Desirable).

**Personal Qualities:**
Attention to the detail,
Responsible,
Honesty,
Problem-solving,
Negotiation skills,
Independent, and
The ability to multitask
Why work for us?

What makes Raleigh International different…
“We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.”

Julian Olivier, CEO, Raleigh International
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.

Our role.
We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We exist to ignite youth-led action that creates solutions to the world’s most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead on the change they demand.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments, combating climate change, and ensuring the right to safe water and sanitation.

With over 35 years of experience working with over 55,000 young people from more than 100 countries, we’re an ever-evolving organisation, constantly adapting to new ideas and challenges.

This generation of young people will change the world. But in order to make the vision of a fair, inclusive and green world a reality, young people must be given access to the platforms, networks, skills and experiences they need. They must engage in action where their rights are championed, and where their voice is heard as an equal.

We support young people to move up through three levels of participation; first engaging as contributors; then as collaborators; before arriving at the level of initiators.

**Contributor.**

I contribute towards the achievement of predefined goals, generating new opportunities for myself and the world.

**Collaborator.**

I collaborate with other young people, making decisions about the goals we want to work towards collectively.

**Initiator.**

I ideate, initiate and engage in equitable decision making with adults devising new ways to work towards shared goals.

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**Youth.**

**Our Global Alliance**

For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities. Our global alliance of over 15 countries forms a network of committed changemakers who collaborate on and initiate programmes and campaigns which are helping to build a greener and fairer world.

**Action Not Excuses**

Action Not Excuses is our first ever global environmental campaign. It will link up young people across the world to take climate action. Together we will support 100,000 young people to create new green jobs, lead the fightback against waste and pollution, and plant 10 million trees.

**Your Impact.**

Raleigh International'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.

**Our 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

“It is inspiring to work with such a dedicated international team where we are all striving to make the greatest positive impact”
Josh, Marketing, Recruitment and Events Officer

“Raleigh International life is being surrounded by young people who have special talents, passions, and good energy to drive changes.”
Gerald, RTS project Coordinator Tanzania

“I am glad to work somewhere where diversity is celebrated, and we can come to work as ourselves”
Heleena, People, Culture and 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 Volunteer 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.
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.

Equity, Diversity and Inclusion.
We are committed to eliminating discrimination and creating a workforce that reflects the societies we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion, allowing all colleagues and volunteers to bring their whole selves to work or their volunteering placement, without fear or judgement. We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we are working hard to ensure that as an organisation and as individuals we are all accountable. It starts with us.

Employment eligibility.
To be considered for this role applicants must have Nicaraguan Nationality or have a right to live and work in Nicaragua.

Anti-corruption policy.
It is Raleigh International’s policy to conduct organisation 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 organisation 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.

Vacations
You will be entitled to have the mandatory annual leave defined by law.
Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

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**Employee Assistance Programme.**
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Wellbeing programme.**
We know that healthy bodies and minds are important we prioritise wellbeing in our office with a variety of different methods we

**Other benefits.**
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.

Contact us.

https://raleighinternational.org/work-and-impact/central-america/