

Job Opportunity

Finance and Operations Manager | Latin America Regional Office - Brasília

Proforest is seeking an organised, dedicated and experienced Finance and Operations Manager to oversee the financial and daily office operations of its Latin America Regional Office in Brasília, Brazil. Proforest is a growing organisation so the role requires a dynamic and adaptive individual that can manage change.

About Proforest

Proforest is a dynamic not-for-profit group with global presence that has established itself as a leader in the development and implementation of sustainable production and responsible sourcing. We have over 20 years' experience working on sustainability in the forests, oil palm, soy, sugarcane, rubber and beef sectors at a range of scales that includes smallholders, communities and forest-dependent people through to multinational businesses. We work at all levels throughout commodity supply chains – from international policy and legislation to practical operations on the ground – supporting the development and implementation of workable environmental and social standards and safeguards that help to produce and source natural resources sustainably. Our office in Brazil is comprised of about 10 people. Worldwide, we are about 100 people spread across offices in Colombia, Ghana, Malaysia and the UK, as well as a few home-offices in other countries.

Position summary

This position is an exciting opportunity to take responsibility of providing effective day-to-day administrative and financial management within a busy and a fast growing organisation. Based in Brasília, Brazil, the post will involve management of finance, office administration and provision of human resource and IT support. The Finance and Operations Manager should be a strong communicator with exceptional planning and analytical skills, motivated and well-organised person with high attention to quality and detail in order to effectively manage the financial and administrative activities to ensure the smooth running of the regional office as we devolve several support functions from the Proforest Group to the local office.

Responsibilities

Finance

- Lead on financial planning, reporting and reviewing
- Manage office finance budget and financial resources (basic book-keeping, office expenditures, financial reporting)
- Ensure compliance with Group Finance procedures and provide accurate and timely financial reporting to the Regional Director and Group Finance department
- Develop and review local finance department procedures and policies (e.g. FX policy, Reserves policy)
- Provide support for year-end internal and external audit

- Support Regional Director in preparation for meetings with the Fiscal Board and Board of Trustees
- Oversee and manage the services of contracted accounting firm.
- Take ownership of full financials of the accounts (including balance sheet and profit and loss account)
- Oversee and guide financial data input into the system and record keeping
 - input more complex transactions into internal finance system (SAGE) (including transactions with Foreign Exchange implications) and review entries inputted by others
 - Make journal adjustments (eg. programme salaries, balance sheet items)
 - implement local accrual/deferral process for work done but not yet invoiced or invoiced but work not delivered
- Develop local month-end process and timetable including when to liaise with the local accountant and auditor
 - Align finance reports with technical team's performance tracker and streamline month-end/quarter-end process
- Ensure accurate and timely generation of monthly and quarterly management reports including high-level summary, fixed costs, project income and forecast and programme report to
 - review reports with the senior team/project managers and regional director. Prepare slides with highlights for Regional Director and Group Finance department
 - review project finance with project managers including income forecast, Work in Progress, client invoicing (including internal invoicing), expense recovery, contractor payment. Close any gaps identified (inconsistency, missing items, inaccuracy)
- Complete and oversee quarterly and annual reconciliations between the local accounts (maintained by local accountant) and internal system (SAGE)
- Oversee and authorize banking and payments
- Coordinate with budget holders to produce annual planning and cashflow forecast
- Conduct monthly reviews with budget holders to ensure the spending is in accordance with the plan
- Support project managers with project budgeting, forecasting, invoicing, monitoring and reporting

Operations Management

- Lead continuous improvement of internal systems and processes and ensure compliance with Proforest Group standards
- Oversee office management, key contracts/suppliers and ensure legal compliance
- Oversee and ensure overall legal compliance of the operations in Brazil
- Oversee all procurements to ensure office equipment and other materials are purchased cost effectively and available when required.
- Implement appropriate Human Resource management systems, support recruitment and induction process for new staff, oversee payroll and ensure staff records are kept up to date
- Work closely with the IT manager to provide user support and ensure IT and communication systems are maintained (laptops, phone/conferencing systems etc)
- Implement a health and safety system according to local and Proforest Group standards and foster a culture of safe working practices
- Renew and ensure the implementation of the PPRA & PCMSO.

Qualifications, Experience, Skills

Essential

- A minimum of masters' degree and/or an equivalent recognised professional qualification in a relevant discipline (e.g. business administration, accounting, financial management, etc.)
- Minimum of 4 years' experience in a similar role (finance administration, office administration/management)
- Good understanding of accounting rules and experience in bookkeeping and financial reporting
- Proven track record on expanding the use of accounting systems and improving and developing reporting within
- High level of competency with Microsoft office suite, in particular very good MS Excel skills
- Good understanding of key financial metrics, project finance management (budget, contracting etc)
- Spoken and written fluency in Portuguese and working proficiency in English
- Ability and interest to learn quickly and adapt to changes
- Strong sense of responsibility including high level of accuracy, attention to detail when producing information as well as when review work done by colleagues
- Excellent time-management, problem solving and organisational abilities
- Established right to work in Brazil

Desirable

- Experience with the operation of non-profit organizations in Brazil
- Advanced knowledge of Smartsheet, SAGE and SAP Concur
- Registered accountant in Brazil
- Highly developed interpersonal and team-working skills in a variety of settings (formal/informal, dealing with partners, clients, vendors etc.) to engage and communicate effectively with colleagues and external actors via telephone, email and skype
- Experience developing and implementing internal management systems.
- Proven ability to multi-task and operate in a multi-cultural environment
- Proven ability to operate in a confidential environment
- Experience and training in human resources management
- Some experience of IT systems to facilitate liaison with the IT staff and service providers

How to apply

Send your CV and a cover letter both in English and Portuguese to personnel@proforest.net, with "PIBR Finance Ops Manager" in the subject line. Also include your expected monthly salary (gross, in BRL, under CLT hiring regime).

Application Deadline: 21/02/2021

Only shortlisted candidates will be contacted by 26/02/2021

Proforest is an equal opportunity employer.