



Deputy Director Financial Affairs / Treasurer

Duration: Indeterminate

Remuneration: Voluntary, Non-Remunerated

Location: Belgium or Overseas Possible

Deadline for Applications: 01/08/2023

The Position would be optimally taken by someone based in Belgium with knowledge of French or Dutch

The Deputy Director Financial Affairs and Treasurer at MUNers Across Borders (MAB) is responsible for overseeing the financial operations of the organisation and providing strategic financial guidance. As the Deputy Director Financial Affairs and Treasurer, you will play a crucial role in ensuring the financial sustainability and accountability of MAB. This position requires strong financial acumen, leadership skills, and a commitment to the organisation's mission.

Responsibilities:

1. Financial Management:

- Develop and manage the annual budget in collaboration with the Executive Director and relevant stakeholders.
- Monitor financial performance, analyse variances, and provide regular reports to the Executive Director and the Board of Directors.
- Ensure compliance with financial policies, procedures, and regulatory requirements.
- Oversee the day-to-day financial operations, including accounts receivable, accounts payable, payroll, and expense management.

2. Strategic Financial Planning:

- Provide strategic financial guidance and recommendations to the Director
- Identify opportunities for financial growth, cost savings, and operational efficiencies.
- Collaborate with the Development Coordinator to align financial strategies with grant fundraising efforts.

3. Treasury Management:

- Manage cash flow, investments, and banking relationships.
- Monitor and forecast cash flow requirements to ensure sufficient funds are available to meet organisational needs.
- Oversee financial risk management and implement appropriate controls.

4. Financial Reporting and Audit:

- Prepare and present accurate and timely financial reports, including quarterly, and annual financial statements.
- Coordinate and facilitate the annual audit process, ensuring compliance with auditing standards and regulatory requirements.
- Implement recommendations from auditors and maintain strong financial controls.

5. Team Leadership and Development:

- Provide leadership and guidance to the finance team, fostering a culture of accountability and continuous improvement.
- Develop and mentor finance staff, promoting professional growth and ensuring the team's effectiveness.
- Collaborate with cross-functional teams to align financial goals with organisational objectives.

Suggested Qualifications:

- Bachelor's degree in finance, accounting, or a related field. Professional qualifications (e.g., ACCA, CIMA) are advantageous.
- Experience in financial management and leadership roles, preferably within the non-profit sector.
- Strong knowledge of financial principles, practices, and regulations.
- Experience in budgeting, forecasting, and financial analysis.
- Proficiency in financial management software and tools.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Ability to work collaboratively and lead a finance team.

As the Deputy Director Financial Affairs and Treasurer at MUNers Across Borders, you will play a critical role in ensuring the financial health and sustainability of the organisation. Your strategic financial planning, oversight of financial operations, and commitment to accountability will support MAB's mission and contribute to the organisation's success in promoting global citizenship and empowering youth through Model United Nations.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium but across the world. Expected time is around 5-10h a week, with deviations upon request and in-discussion with the team.

How to Apply

Please submit your application on the form on the MUNers Across Borders - World MUN Day [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time. For any queries please reach out to recruitment@worldmunday.com