

TOR for Sr. Finance Manager – Fairtrade Network of Asia Pacific (NAPP)

Vacancy Announcement: Senior Manager– Finance & Accounts (Asia-Pacific)

Location: Work from Home

Fairtrade Network of Asia and Pacific Producers:

Fairtrade NAPP is a Network of Fairtrade certified Producers in Asia Pacific region registered in Singapore as a nonprofit entity. NAPP is a part of a global organization Fairtrade International, working to secure a better deal for farmers and workers in Asia and Pacific. Currently NAPP has 284 Producer Organizations across 20 countries in Asia and Pacific Region supporting more than 260,000 farmers and workers. NAPP's mission is to facilitate the incorporation of more producers to be able to join the Fairtrade movement in Asia and the Pacific through an existing wide range of products and services. For more information please visit: www.fairtradenapp.org

Fairtrade Network of Asia and Pacific Producers (NAPP) is seeking: **Sr. Finance Manager – Asia Pacific** . The position is envisioned to start on 1st of December 2024.

Key Responsibilities

- Support leadership in developing, executing & monitoring 'Annual Operating Plan'.
- Develop processes to monitor & control Budget utilization
- Enhance Cost – Efficiencies and reduce leakages.
- Develop an effective MIS process across the organization.
- Work through standard operating processes, accounting standards, audit mechanism and statutory compliances.
- Ensure optimum utilization of resources across the organization.
- Ensure timely compliances with the applicable Statutory Norms/Regulations

Required Competencies

- Competent in Strategizing & developing business plan & appropriately support its execution.
- Competency to develop, execute & monitor business processes.
- Competency to develop, execute & monitor 'Finance & Accounts' processes i.e. Cash-Flow Management, Fund Management, Statutory Compliances, Audit and Business Accounting.
- Ability to influence Channel, Vendors and partners.
- Ability to manage Investor and Banks.
- Excellent Communication, Analytical, Interpersonal & Team Management skills.
- Knowledge in International Accounting and Laws

Day to Day and Periodical Activities

Day to Day

- Liaising with NAPP Leadership team and Finance committee NAPP Board and Fairtrade International
- Coordination with Internal & External Customers

- Statutory compliances
- Follow up communications and implement action plans on time

Periodical

- Budgeting/Annual Operating Plan Preparation
- Annual Calendar of Activities
- Audit -Internal & Statutory
- Periodical Reports
- Periodical Compliance fulfillment
- Documentation

Preferred Education: MBA Finance/International Finance & Accounting

Experience Range: 10-15 Years

Preferred Industries: ‘Not for Profit’ / Social Enterprise

Consultant Fees: The compensation will be based on the Qualification and Experience in alignment with the salary structure of the organization.

If interested, please send your resume to hr@fairtradenapp.org before the 25th Of October 2024. Kindly send us 750 words write up on how you will use your skill sets to contribute to the organization and provide two references. NAPP is an equal opportunity employer and women candidates are encouraged to apply. There will be a mandatory probation period as per HR policy.

How to apply

Interested candidates are requested to share the CV with motivation letter to hr@fairtradenapp.org on or before 25th October 2024