Open Ownership

Finance and Administration Associate

Job Opportunity – March 2022

Key details

Salary	Based on a UK appointment £35,000 - £45,000, dependent on experience. For individuals based outside of the UK, the offer will be adjusted to reflect national market rates.
Hours	Full time, 37.5 a week but flexible working will be considered.
Annual leave	26 days entitlement plus the public holidays of your country of residence.
Location	Home-based, remote working. We will consider applications from time zones of up to 5 hours +/- GMT. Applicants must have the right to work in their country of residence as we cannot provide work visas for any country.
Contract type	Permanent employee for those with the legal right to work in the UK; self-employed contractor for all other countries.
Reports to	Director of Finance and Human Resources (HR). No direct reports.

Due to the legal restrictions placed on the grant that funds this post, we cannot accept applications from anyone based in the US.

About Open Ownership

Open Ownership (OO) is driving the global shift towards transparency over who owns and controls companies, known as beneficial ownership transparency. We are working to create a world where governments, businesses, and citizens can readily access and effectively use accurate, complete, and high-quality evidence and information on the true owners of companies, not only to achieve transparency, but to reduce key global and national risks such as corruption and tax evasion, and create a more sustainable business environment.

To achieve this our team of policy, technology and programme delivery experts:

- Provides technical assistance to implement beneficial ownership transparency reforms
- Builds technology and capacity to use beneficial ownership data
- Conducts research and advocates to shape global policy and practice

We are a remote organisation with a global team of 13 individuals based in Argentina, Indonesia, the Netherlands, Nigeria, South Africa and Zimbabwe as well as the United Kingdom (UK) where currently 50% of the organisation is based. We are a fast-paced environment with an emphasis on agility and flexibility. People who enjoy learning and variety in their work will be particularly well-suited for our team. Although home-based, our remote team does meet in-person at least twice a year (restrictions allowing) so some international travel will be required.

Purpose of the post

We are seeking an enthusiastic individual with strong literacy, numeracy and organisational skills and a keenness to learn more about the finance function and its role in the non-profit sector. This role will suit you if you are looking for a varied role providing accurate and timely financial processing and reporting services within the Finance and Human Resources team, thereby supporting the work of the organisation and ensuring the smooth running of our grant-funded activities.

In order to focus on our mission, OO is fiscally sponsored by Global Impact, a US non-for-profit. Fiscal sponsorship is a common mechanism in the non-profit sector that enables organisations to launch new programmes without needing to complete the full process of establishing a new legal entity. This means that our accounting system is housed by Global Impact who manage our accounts and audits through a designated accountant. This role will work closely with Global Impact and their representatives.

Key tasks and responsibilities

1. Financial support

- Leading the day to day financial processing and filing of invoices, receipts and reimbursements in accordance with our fiscal sponsor's systems and requirements;
- Leading on month end reconciliations such as credit cards;
- Preparing monthly reports as part of the management accounts process for the Senior Management Team (SMT);
- Assisting in donor reporting as required;
- Overseeing the due diligence and contracting process for short-term consultants;
- Working with our fiscal sponsor on any other financial activities and requirements.

2. Administrative organisational support

- Diary management and administrative support for SMT members as required;
- Reviewing organisational meetings including cadence, attendance and holiday clashes and making appropriate adjustments for maximum staff engagement;
- Reviewing organisational grants and commitments, collating information on organisational deliverables as requested;
- Supporting team members in preparing information or presentations as well as assisting in the setting-up of meetings across multiple time-zones;
- Supporting the planning, budgeting, monitoring and evaluation process through the organisation's project management system Notion, by collating information and reflecting agreed changes;
- Supporting the development of organisational policies and procedures;
- Supporting recruitment and other Human Resources processes as required;
- Organising travel logistics as and when required;
- Contributing to the monitoring, evaluation and learning of the organisation at project and organisation level;
- Undertaking any other activities consistent with the purpose of the role, as directed by the Director of Finance and Human Resources.

Candidate profile

The successful candidate will demonstrate the following skills and attributes:

- Fluent business English (other languages in addition are welcomed);
- Educated to degree-level or able to demonstrate a similar level of insight and aptitude;
- Excellent numerical skills, including Microsoft Excel/ Google Sheets and financial acumen;
- At least three years experience of working or volunteering in a non-profit environment, ideally within the field of anti-corruption, or an international NGO;
- At least three years experience of managing or assisting with varied financial activities and processes which work towards organisational-wide success;

- An organised and action-oriented professional with a keen eye for detail;
- A quick learner, able to swiftly understand complex financial information and break it down into concise and simplified narrative form;
- An ability to self-organise and work autonomously with minimum supervision in a remote organisation across multiple time zones and cultures.

Application process

We want to hear from all voices, and particularly encourage individuals of diverse and marginalised communities to apply. If there is a requirement in the job description which you feel you don't quite meet but are still keen to apply then please do.

Please note that Open Ownership is a fiscally sponsored organisation and the contract will be executed in the name of our fiscal sponsor Global Impact, a non-profit, on behalf of Open Ownership.

Open Ownership uses the Applied platform for our recruitment which is designed to promote diversity and inclusion through anonymised applications and scenario-based questions. Our initial process will be solely based on your anonymised answers within the Applied platform. We will also ask you to submit your CV, but your CV will not be reviewed unless we decide to invite you to interview. If you reach the final stage of interviews, we will retain your details for future posts at Open Ownership, unless you tell us otherwise.

To apply, please complete the question-based process here by 23:59 BST on 10th April 2022.