



Healing Hands of Joy - US Job Description

OPERATIONS MANAGER

**Reports to: Executive Director
Healing Hands of Joy - US HQ
NYC**

Healing Hands of Joy (HHOJ) is a not-for-profit organization that exists to bring hope, happiness and a second chance to women affected by obstetric fistula (OF) in Ethiopia. It was established in the USA in 2009 and started operations in northern Ethiopia (Tigray) in 2010.

The goal of HHOJ is to enable women treated for obstetric fistula to resume full and productive lives within their families/communities. HHOJ therefore works to support women to recover from the sometimes devastating impact of OF. This involves restoring their self-esteem, confidence and physical, psychosocial and economic capacity to engage fully and meaningfully as a family and community member. It also aims to improve maternal health especially reducing maternal and neonatal deaths and OF by training women treated for OF to become Safe Motherhood Ambassadors within their communities.

The vision of HHOJ is:

- To empower fistula survivors to successfully reintegrate as self-sustainable contributors and educators about safe delivery, within their communities
- To contribute to the reduction of new cases of obstetric fistula in Ethiopia

I. Summary of position and essential functions and responsibilities:

As part of the Finance Department, the Operations Manager (OM) will be responsible for developing and managing financial tracking, resource flows, reporting and compliance for a specified portfolio of federal and non-federal grants/awards in support of Healing Hands of Joy.

- The OM provides technical financial support to US team and Ethiopian Finance Department/ field missions.

This position is responsible for ensuring proper financial management and accuracy of field mission finances through support of financial reporting, recording and training, communications, compliance, and adherence to budgets.

The OM reports directly to the Executive Director.

Essential Job Functions:

1. Supports creation and manages US operating budget & Ethiopian Budget
2. Reviews, supervises and ensures the regular production of the accounting reports from Healing Hands of Joy - Ethiopia Missions Finance Administrator, in a format that ensures they can be treated and integrated into HQ software.
3. Assists the Field Finance Administrator in providing regular, accurate data to oversee the Healing Hands of Joy -USA field mission finances (burn rates reports, financial risks or own funds use) under his/her management.
4. Proposes improvements in internal financial rules and organizes regular internal audits to check whether Healing Hands of Joy is compliant.
5. Ensures compliance with funding agencies regulations in a timely manner. Prepares, or oversees the preparation, of required reports to Healing Hands of Joy -USA and donor agencies (USAID, World Vision, Pathfinder UN, etc.) based on field expenditures and allowable indirect cost rates.
6. Manages US accounting incl. processing incoming donations & quarterly projections and vendor invoicing.
7. Provides supporting documents to our accountant for annual taxes.
8. During the annual financial audit, serves as the contact with the auditors during field testing of international transactions and balance sheet items.
9. Follows up with Country Director - Ethiopia, Project Supervisor/HR Officer, Finance Administrator regarding the financial aspects of all HR-related issues.
10. Supports ED in US Board of Directors governance and sub-committee support.
11. Ensures compliance on VA and NY Healing Hands of Joy State registrations.

II. Supervisory Responsibilities:

Direct Supervision of a team Finance Administrators in Ethiopia, who are directly in charge of mission finances.

III. Fiscal Responsibility

Prepares and administers the annual budget for the US & Ethiopian field missions under his/her responsibility.

IV. Working Conditions, Travel/Environment and Salary

The duties of the job require P/T job attendance 20-25 hours per week at home office with several in-person meetings with the ED in New York City.

Must be able to travel as required for international business travel to Ethiopia. Field Trips will be a minimum of a 10% of his working time. While visiting the field, the employee may be exposed to very basic living conditions.

Starting Salary of \$35,000 does not include health insurance at this time.

V. Requirements

- x BA or BSc, or the equivalent, in accounting, finance or another relevant field.
- x 5 years finance and management experience including 2 years experience managing grants (USAID/EU funded projects preferred).
- x 2 years of working internationally, together with field experience working for an international NGO as an administrator, or finance manager.
- x Demonstrable experience and skill with budget preparation and analysis, financial reporting preparation and presentation, and the proven ability to translate technical financial data into informative reports.
- x Expertise with MS Office and general ledger software is required.
- x Genuine interest in and commitment to the humanitarian principles of Healing Hands of Joy
- x Substantial experience and understanding of essential accounting principles, financial reporting, accounting systems, and budget development and administration is required.
- x Experience managing diverse international teams; ability to communicate well in writing.
- x Able to work autonomously, with the capacity to juggle multiple projects and pay attention to many small details.
- x Excellent interpersonal skills.
- x Must be authorized to work in the US or a US citizen.