

## **Terms of Reference (ToR) for Finance and Operations Assistant International Finance Facility for Education (IFFEd)**

**Position Title:** Financial and Operations Assistant/Controller

**Reporting To:** Head of Operations

**Contract Type:** Staff

**Expected Time Commitment:** 40-50%

**Location:** Geneva, Switzerland

### 1. Background

[The International Finance Facility for Education \(IFFEd\)](#) is a powerful new financing engine to unlock additional affordable financing for global education and skills development. We are on a mission to ensure that 1.2 billion children and youth in lower-middle-income countries have the opportunity to learn, earn and thrive.

IFFEd is in an exciting early-growth phase, with a small core team and an ambitious vision. To support robust financial management and operations, IFFEd is seeking a Financial and Operations Assistant to support financial and operational activities.

### 2. Objective

The primary objective of the Finance and Operations Assistant is to support IFFEd to financial operations by working closely with IFFEd's Head of Operations and IFFEd's external accounting firm, to manage contracts, payments and financial documentation; ensure accurate record keeping and financial reporting to funders and stakeholders, as well as compliance and smooth operations for IFFEd Board meetings and flagship events.

The ideal candidate would also be able to suggest improvements in IFFEd's systems and lead finance and operational systems development projects as the organisation scales.

### 3. Key Responsibilities

The priority responsibilities of the Finance and Operations Assistant will be:

#### *Finance*

- **Accounting Inputs:** Review, verify and process any incoming invoices to IFFEd; and manage timely invoicing to IFFEd's funders.
- **Review Monthly Accounting Statements:** Complete review of monthly accounting statement received from IFFEd's accounting firm. Identify and report any discrepancies or issues to the Head of Operations for further action.
- **Quarterly Finance Analysis:** Co-ordinate preparation of budget and administrative finance data for IFFEd's quarterly finance review. Work with accountants on budget v. actuals analysis.



- **Record Keeping:** Ensure all financial records and documentation are effectively maintained and organised.
- **Grant management and donor reporting:** Track and manage IFFEd's donor reporting requirements. Liaise with accountants and operations team to produce timely reports for donors.
- **Internal/External Audit:** Support preparations and follow up to IFFEd's annual audit, and any internal audit processes (due to be established in 2025)

#### *Operations*

- **Contract Management:** Prepare drafts of contracts based on standard IFFEd templates, and co-ordinate contract approval process. Maintain a database of all contracts and ensure compliance with organizational policies.
- **Service provider research and due diligence:** Conduct research on possible service providers to support IFFEd's operations, including to digitise key processes (e.g. expenses, timesheets). Implement a supplier due diligence process for all new suppliers.
- **Procurement process management:** Support team IFFEd to manage the procurement process in line with IFFEd procurement policy.
- **Compliance:** Manage compliance process with selected IFFEd policies, e.g. annual conflict of interest declaration.
- **Board Meeting and Travel Logistics:** Support logistics arrangements and travel for IFFEd's team and Board members, especially around IFFEd Board meetings (in-person 2 times per year) and any IFFEd flagship events.
- **Other Duties:** Contribute to continuous improvement initiatives and any special projects regarding finance and operations. Participate in finance and operations team meetings. Perform any other related duties as assigned by the Head of Operations and/or Head of Finance.

#### 4. Qualifications and Experience

- Bachelor's degree or equivalent in Finance, Accounting, Business Administration, or a related field.
- 4+ years of relevant work experience in financial management or administration, and evidence of increasing responsibility.

#### 5. Skills and Competencies

- Strong organizational and administrative skills.
- Excellent attention to detail and accuracy.
- Effective communication skills and the ability to work collaboratively in a team environment.
- Can-do attitude, and flexibility to adapt to a start-up environment.
- Proficiency in Microsoft Office Suite, particularly Excel. Proficiency with at least one professional accounting software.
- Proficiency in English (required) and French (preferred).





## 6. Duration and Time Commitment

The position is expected to require a commitment of 7-10 days per month.

## 7. Application Process

Interested candidates should submit their resume via Michael Page [here](#) by 1 April 2025.

*IFFEd is an equal opportunity employer and encourages applications from qualified individuals regardless of race, gender, age, or disability.*

