



Director of Finance

About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems, but solve for tomorrow's.

Position Summary

The Director of Finance (DF) will be accountable for planning, management, and guiding of Seed's financial operations at Seed's financial headquarters in the United States, as well as our operations in Malawi, Sierra Leone, Uganda and Zambia.

We are looking for a skilled professional with a demonstrated history of successfully leading and growing financial operations at a non-profit organization, exceptional communications and interpersonal abilities, and a track record of leading teams through financial technology changes. Duties will include supervising accounting and finance staff, overseeing and improving internal controls, leading and collaborating on the development of a financial strategy and annual budgets, conducting modeling exercises, building and overseeing Seed's financial systems and policies, monitoring expenditures, overseeing grant financials, monitoring cash flow, managing the organization's treasury, and overseeing accounting and tax compliance.

The DF will work closely with the Managing Director, Finance & Administration to ensure Seed's financial operations continue to evolve to meet the needs of the organization and its strategic objectives. This full-time position reports to Managing Director, Finance & Administration and works closely with all team members across Seed's five operating countries.

Duties and Responsibilities

- Oversee Seed's accounting and audit, including compliance with accounting standards across all Seed countries
- Perform final review of Seed's monthly financial statements and annual audit and financial statements for Seed's entities in US, Malawi, Sierra Leone, Uganda and Zambia
- Ensure Seed's compliance with US tax regulations, oversee the management of other Seed countries' tax compliance, and oversee the completion of worker compensation audits
- Perform regular authorizations of payments in Seed's US banking system and cash flow maintenance
- Support the development of Seed's treasury strategy for the next five years, including identifying and executing banking system upgrades and short and long term investment strategies, and maintain existing and future banking relationships
- Oversee implementation, maintenance and management of financial systems, including Sparkrock 365 (a non profit customization of Microsoft Dynamics), PowerBi, Stripe, and integrations with other Seed software, and lead the implementation of future financial system upgrades
- Oversee grant and subgrant financial management to ensure the efficient and compliant use of donor resources
- Lead the annual budgeting process with the support of the global finance team, and oversee regular budget analysis and reforecasting
- Oversee and support the development and maintenance of Seed's reporting and analysis activities
- Perform Seed's financial planning exercise, including the development of tools and a model for Seed's next five year strategy
- Supervise global finance team and liaise with country directors to ensure adequate financial capacity in each country
- Oversee and collaborate in the documentation of Seed's financial policies and procedures, including regular review and improvement of internal controls across all Seed's countries, and ensure adequate orientation and training program for all policies
- Collaborate with the MDFA to ensure efficient management and integration of administrative and financial policies, workflows and tools

Qualifications

- Ten or more years of experience leading non profit financial operations
- Prior experience having final responsibility for the quality and content of all financial data, reporting and audit coordination
- Prior experience in US non-profit, fund, and grant accounting
- Prior experience leading financial systems changes and improvements
- Advanced proficiency with Microsoft Dynamics, Sparkrock365 or similar software
- Prior experience with PowerBi preferred
- Ability to translate financial concepts to and effectively collaborate with non-finance colleagues
- Excellent interpersonal communication and writing skills in person, via the telephone and with electronic communications
- Flexibility and proven ability to handle multiple tasks and deadline pressures
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds
- Minimum of a B.A. in business, finance, accounting or related
- CPA or related advanced degree preferred

Working Conditions

- Work hours will be discussed based on the location of the candidate, but shall be established to balance an overlap between US eastern standard time and various African time zones
- Hybrid work schedule if located within commuting distance of at any of Seed's offices globally or in Africa
- May be asked to travel internationally on ad hoc basis
- Will be required to sit/stand for up to eight hours per day

Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, retirement, and vacation, sick time, birthday day off, annual pay increase, professional development benefits.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.