Background and Introduction

The International Women’s Rights Action Watch Asia Pacific (IWRAW AP)’s vision is of a world in which everyone enjoys human rights and fundamental freedoms on the basis of equality without discrimination.

We are a women’s rights, feminist organisation committed to the full realisation of women’s human rights through the pursuit of equality. Together with other organisations in the women’s human rights movement we act to challenge structures, systems and institutions that violate women’s human rights. We engage in movement building that amplifies women’s voices and activism to create alternative political narratives and spaces.

Our politics push us to disrupt the forces of right-wing populism and extremism, corporate and state capture by organising, mobilising and collaboratively building with women’s groups a body of political knowledge and analysis, so as to demand accountability of state and non-state actors in respect of women’s human rights and gender equality.

Our work is rooted in feminist values of diversity and inclusion, equality and non-discrimination, respect and integrity, recognising the personal strength of women and girls in terms of having faith in ourselves and in other women.

IWRAW AP works through a team of nine women based in Kuala Lumpur, and a network of women’s rights activists who act as resource persons for the organisation’s work.

IWRAW AP’s team members are expected to have an active personal and professional commitment to the advancement of women’s human rights, and to subscribe to IWRAW AP’s core values of diversity and inclusion, equality and non-discrimination, respect, integrity and intersectionality. Members of the team are required to commit to our Policy on Addressing the Rights of Marginalised Groups of Women and to our Child Protection Policy.
Job Description

Broad areas of responsibility:

Management of all matters relating to the administration and finances of the organisation.

Leadership of administrative and finance team.

Membership of IWRAW AP’s senior management team, alongside the Senior Programme Manager, under the leadership of the Executive Director, with collective responsibility for compliance with IWRAW AP’s organisational policies and the implementation of the strategic direction of IWRAW AP’s work.

Specific functions:

1. Planning and Budgeting

   a. Ensure that the organisation’s annual budget is prepared and approved by the Board, and that the budget is reviewed quarterly to reflect progress of activities
   b. Monitor the cash flow of the organisation
   c. Plan and manage the organisation’s tax liabilities
   d. Ensure the availability of sufficient cash for programme activities
   e. Review working budgets for programmes to ensure that they comply with the budget allocations and are within the financial parameters of the organisation
   f. As a member of the senior management team, work on budget allocation over different programmatic areas in close collaboration with the Senior Programme Manager and the Executive Director
   g. Monitor grant utilisation to ensure that grants are utilised within the grant period; see extensions for those grants that cannot be utilised during the contract period.

2. Financial and administrative management:

   a. Ensure that the administrative, financial, and governance procedures of the organisation are in keeping with all legal requirements in liaison with the Company Secretary
   b. Ensure that the administrative and financial policies and procedures, and the day-to-day responsibilities of the finance and administrative team create an enabling environment for the efficient functioning of finance and administrative tasks in support of the activities of the organisation. Make recommendations for change where necessary
   c. Be responsible for keeping the Finance and Administrative Manual of the organisation up-to-date and relevant
   d. Manage the finances of the organisation according to IWRAW AP’s financial policies and agreed guidelines and contracts entered into with donors
   e. Manage the administrative and finance team
   f. Ensure accurate and complete documentation of all incomes and expenses
g. Monitor the organisation’s financial position and advise the Executive Director and the Board of steps to be taken to ensure financial stability and sustainability
h. Ensure the timely filing of audited accounts, annual returns and tax returns
i. Ensure that donor reporting is carried out in a timely manner
j. Support the fundraising activities of the organisation in collaboration with the Executive Director.

3. Personnel management:
   a. Advise and support the Executive Director and the Senior Programme Manager with matters relating to personnel management, staff recruitment, staff appraisals, staff development etc. to ensure that all legal regulations and IWRAW AP policies are complied with and that IWRAW AP’s feminist values and principles are incorporated into the personnel management processes
   b. Ensure that personnel files are maintained, and that personnel records, EPF, insurance etc. are up to date.

4. Programme Management:
   a. Work with the Senior Programme Manager and Programme Officers to ensure clarity regarding the financial and administrative components of all programme activities
   b. Ensure that all programme activities are in accordance with the proposals and contracts entered into with donors
   c. Ensure timely submission of narrative reports for funders together with relevant financial reports
   d. Ensure that the Administrative and Financial team is able to provide adequate logistical arrangements for all activities carried out by the Programme team.

5. Governance
   a. Act as Secretary to the Board of Directors and to the Advisory Committee, maintain minutes and records of meetings and policy decisions made at the meetings of the Board and of the Advisory Committee and ensure follow-up and implementation in collaboration with the Executive Director.
Person specification

1. Good professional finance and accounting qualifications
2. A minimum of six years of experience in financial management, with at least three years in a senior position with similar responsibilities
3. Commitment to the advancement of women’s human rights
4. Familiarity with financial procedures, laws and regulations pertaining to companies in Malaysia
5. Good command of the English language and ability to speak and write Bahasa Malaysia
6. Integrity
7. Proven communication and interpersonal skills
8. Experience of working with multicultural colleagues and groups
9. Adaptability to different circumstances and a fast-paced environment
10. High Proficiency in Excel and accounting packages
11. Work experience in the not-for-profit sector and familiarity with the operations of regional and international not-for-profit organisations an advantage

If you have a sound financial background and think you will enjoy the challenge of working with a not-for-profit, international NGO then please send a CV, a cover letter and the names of three referees to recruitment@iwraw-ap.org, to reach us before 5pm (KL time) on 31 July 2020.