



## **Job Description – Senior Manager, Finance and Operations**

**Location:** Kuala Lumpur

**Organisation:** IWRAW Asia Pacific (IWRAW AP)

**Reports To:** Executive Director

### **About IWRAW AP**

IWRAW AP is a feminist, women's human rights organisation committed to the full realisation of human rights, equality, and justice. We work alongside movements, organisations, and communities to challenge structures and systems that perpetuate discrimination and inequality.

Our work amplifies the voices, leadership, and lived experiences of women and gender-diverse people, and contributes to building collective political knowledge, advocacy, and accountability for human rights.

Our values are rooted in feminism, inclusion, equality, respect, integrity, and the recognition of the diverse strengths of individuals and communities. All team members are expected to demonstrate a commitment to advancing human rights and gender justice, and to uphold our core values, including adherence to IWRAW AP's Policy on Addressing the Needs of Marginalised Women and our Child Protection Policy.

### **Position Summary**

The Senior Manager – Finance plays a critical role in strengthening IWRAW AP's financial management systems, donor compliance, budgeting, and operational efficiency. The role oversees end-to-end finance operations, supports procurement and administrative processes, and ensures adherence to organisational policies and regulatory requirements.

The Senior Manager will work closely with programme teams, donors, and internal stakeholders to ensure transparency, accuracy, compliance, and long-term financial sustainability.

### **Key Responsibilities**

#### **A. Financial Management & Strategy**

- Lead financial planning, annual budgeting, forecasting, and cash flow management.
- Manage multi-currency accounting and support transition to an integrated accounting system with automated workflows.
- Prepare accurate and timely financial reports for donors, management, and statutory requirements.
- Strengthen internal financial controls, reconciliation processes, and audit readiness.



- Develop and maintain financial dashboards for real-time monitoring of expenditure and budgets.
- Support tax planning and ensure compliance with all statutory regulations.

#### **B. Donor Compliance & Reporting**

- Ensure financial processes comply with donor requirements, organisational policies, and audit standards.
- Prepare periodic donor financial reports and ensure all expenditure is aligned with grant budgets.
- Maintain documentation and financial records to support donor audits and external reviews.

#### **C. Procurement & Vendor Management**

- Implement transparent procurement processes aligned with organisational policy.
- Maintain and update a reliable vendor database for goods, services, and technical resource persons.
- Standardize procurement documentation and oversee procurement activities for programmes and operations.

#### **D. Administrative & Operational Support**

- Oversee administrative processes related to finance, procurement, and logistics.
- Support the development, revision, and implementation of operations and finance manuals.
- Coordinate with the admin team to ensure smooth logistical planning for organisational activities and events.

#### **E. Systems Improvement & Integration**

- Support transition towards integrated financial and workflow systems with built-in approval flows.
- Implement tools to streamline processes, enhance efficiency, and reduce redundancies.
- Work with IT and operations teams to strengthen access controls and ensure financial system integrity.



#### **F. Collaboration with Programme Teams**

- Support programme teams with budget tracking, variance analysis, and financial insights.
- Develop dashboards and tools enabling teams to access real-time expenditure and budget data.
- Ensure strong communication between programmes and finance regarding budget utilisation and donor compliance.

#### **G. Compliance & Risk Management**

- Ensure compliance with financial, legal, and regulatory frameworks related to NGO operations.
- Support risk assessments and mitigation strategies.
- Maintain readiness for internal and external audits.
- Ensure compliance with financial requirements for Board reporting, including the timely submission of accurate financial reports for Board review.

#### **3. Other Responsibilities**

- Contribute to organisational planning processes and policy improvements.
- Participate in cross-functional meetings and support organisation-wide initiatives.
- Uphold IWRAW AP's feminist values, ethical standards, and culture of inclusivity.

#### **4. Key Performance Indicators (KPIs)**

- Clean audit results with minimal findings.
- 100% adherence to donor compliance and timely submission of donor reports.
- Accurate, timely monthly financial statements and dashboards.
- Updated finance policies, manuals, and SOPs.
- Transparent, timely procurement aligned with policies.
- Improved efficiency through systems integration and workflow enhancements.
- Strong collaboration with programme teams and timely budget support.
- On-time delivery of financial reporting required for Board compliance.



## **5. Core Competencies**

- Strategic thinking and strong problem-solving skills.
- Effective communication and interpersonal skills.
- Commitment to feminist values, equity, and inclusivity.
- Stakeholder engagement and relationship management.
- Ethical leadership and integrity.
- Adaptability and comfort with systems transformation.

## **6. Technical Competencies**

- Advanced knowledge of financial management, accounting standards, and donor compliance.
- Strong understanding of procurement, administrative operations, and ICT systems.
- Experience in streamlining systems and integrating digital workflows.
- Proficiency in multi-currency financial systems, audits, and NGO regulatory frameworks.

## **7. Education & Experience**

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Professional certification (CPA, ACCA, CIMA) preferred.
- 10–12 years' relevant experience, including senior-level financial management.
- Experience with multi-donor NGO financial management.
- Proven track record in financial reporting, audits, tax compliance, and systems improvement.
- Strong knowledge of financial software and integrated accounting systems.

## **Work Arrangement & Compensation**

This is a hybrid role, requiring 3 days of work from the office and 2 days of work from home each week. The position is full-time, based in Kuala Lumpur.

**Monthly remuneration: MYR 8,000 – 12,000 depending on experience and qualifications.**



### **Application Process**

Send your CV and a cover letter to [recruitment@iwrap-ap.org](mailto:recruitment@iwrap-ap.org) with the subject line “Application: Senior Manager, Finance and Operations” by **20 December 2025**. Only shortlisted applicants will be contacted in January 2026.