



CHIEF FINANCE AND ADMINISTRATION OFFICER (CFAO)

POSITION DETAIL

Role Title: Chief Finance and Administration Officer (CFAO)

Organization: Lifebox

About us: Global nonprofit making surgery and anesthesia safer worldwide

Team: Finance and Administration

Reporting to: Global CEO

Direct reports: Head of Finance, Digital Systems Manager, Administrative Assistant

Key relationships: Leadership Team, Global Governance Council, Auditors, Bankers

Location: Remote (Global)

Employment type: Full-time

Package: Competitive salary and benefits (fixed or on a total cost) commensurate with experience.

Background

Lifebox is a growing and dynamic global health non-profit dedicated to saving lives by improving the safety of surgery and anesthesia around the world. Lifebox works to increase anesthesia safety, reduce surgical infection rates, and strengthen operating room teamwork through tools, training, and partnerships. Since its founding in 2011, Lifebox has worked in over 116 countries and trained more than 10,000 healthcare providers. Lifebox is registered as a charity in Ethiopia, Liberia, the UK, US, with nearly 50 staff and affiliated faculty, and an operating budget of nearly \$4M supported by individual donors and foundations. To learn more, see: www.lifebox.org

Purpose of the role and place in the organization

A newly created position, the Chief Finance and Administration Officer (CFAO) will play a critical role in the Lifebox team and shaping the organization's future. The position reports to the Global CEO, a member of the Lifebox Leadership Team and responsible for management of all aspects of Lifebox finances, governance, and administration worldwide. The CFAO will oversee a current team of six as well as seasonal consultants and a global budget of nearly US\$4M. The CFAO will work closely with the CEO, the Chief Program Officer (CPO), Head of HR, and other members of the Leadership Team, as well as all the Lifebox team around the world to put in place robust financial and administrative management and systems to better support the organization's delivery on its objectives. The CFAO will be a key partner to the Global Governance Council (GGC - Lifebox's highest governing body: our global 'board of trustees') and facilitate the Council's Finance Committee, working closely with the treasurers, administrators, and auditors of all our legal entities.

POSITION DESCRIPTION

Roles and responsibilities include (but are not limited to):

Leadership, Management, Strategy, and Vision

- Oversee all aspects of Lifebox global financial management, planning, policies, and strategy, including accounting, auditing, financial controls, cash and risk management.
- Manage critical operations of the organization, ensuring adequate administrative, legal, information systems support to achieve agreed goals, meet regulatory requirements, and manage risk.
- Build, manage, and motivate a global finance and operations team consisting of finance, accounting, administration, and information systems professionals and consultants.
- Collaborate with and provide high-level strategic leadership and guidance to the CEO, CPO, GGC officers and members, and all members of the Leadership Team on Lifebox long-term financial and administrative strategy, including proactive identification of risks and opportunities.
- Serve as a core member of the Lifebox Leadership Team working with the CEO and other members to develop and implement ambitious annual and multi-year plans, policies, strategies, and budgets to achieve the organization's agreed objectives.
- Work closely with the Lifebox Global Governance Council (GGC) members by facilitating the GGC Finance Committee and regularly liaising with the US and UK treasurers to ensure the highest-level of financial planning and oversight, transparency, audit and risk management; this includes preparing regular financial reports and relevant memos and responding to Council and Committee requests and support for other ad-hoc special projects and analysis as needed.
- Represent the organization at external meetings, conferences, and other events as required;
- Take on leadership on special projects, roles, and initiatives as delegated by the CEO.

Finance and Administration

- Oversee all aspects of Lifebox financial, systems, and administrative support to ensure the smooth functioning of the organization as a global entity.
- Supervise the Finance Team on accounting, budgeting, financial planning, cash management, tax management, and grant reporting to ensure that the activities of the organization are fiscally responsible, comply with all national and international regulatory requirements, and meet the highest ethical standards.
- Assure establishment of and compliance with internal policies and procedures related to banking, administration, segregation of duties, internal controls, security of financial data, information systems, etc .
- Review Lifebox's financial position and issues periodic reports on its financial stability, liquidity, and growth to the Global Governance Council or the GGC Finance Committee, Leadership Team and staff.
- Manage the organization's budgeting system, policies and processes and work with key budget owners to create and monitor budgets.

- Work closely with the Head of HR on remuneration and benefit planning, including cost forecasting.
- Develop and oversee implementation of information and technical systems strategy and support for all aspects of the organization globally.
- Oversee the annual audits and financial reporting requirements for charitable status as required for all Lifebox entities (currently in the UK, US, and Ethiopia).
- Ensure compliance with legal requirements of the organization in all jurisdictions in which it operates.
- Foster and develop relationships with key partners, donors, and stakeholders particularly on budget proposals and grant financial reporting requirements, as well as to keep abreast of best practices in the global health and non-profit sectors.
- Assess and ensure proactive risk management across the organization, maintaining the Lifebox Risk Register, and raising areas of risk to the CEO, Leadership Team members, and GGC as appropriate.
- Work with all members of the global Lifebox team to put in place administrative support where possible to increase team members focus on core job functions, compliance with organizational policies, and good practice.
- Constantly assess and anticipate operational needs of the organization and propose plans for putting in place the infrastructure to support a growing and ambitious organization.
- Contribute to the development of ideas and innovative thinking to ensure Lifebox remains relevant, engaged, and a thought leader in global surgery and anesthesia.
- Promote a culture of high performance, inclusivity, and mutual respect.
- Lead, manage and evaluate the six-person finance and operations team in establishment of annual objectives. Delegate authority, consult with and guide staff to achieve goals, and provide ongoing feedback in a context of mutual respect.
- Design and implement the structural and organizational changes necessary for the finance and administration team to adapt to present and ongoing challenges, ensuring a satisfactory balance between the distribution of skills, tasks, and back up among the team.

PERSON SPECIFICATION

Qualifications and experience

- Minimum of 10 years of progressive experience in finance and administration, preferably with some experience in international non-profit organizations.
- A degree in business and/or finance; accounting credentials a plus.
- Demonstrated analytical and financial forecasting and budgeting skills, including knowledge of Generally Accepted Accounting Principles (GAAP) for non-profits in either the US or UK or both.
- Proven experience in financial management, including developing budgets, preparing financial reports (minimum of 5 years preferred).
- Ability to effectively present information and respond to common inquiries from the GGC, auditors, regulatory agencies, members of the NGO community, CEO, Leadership Team, staff, and the general public.

- Planning and project management experience, including using online/app-based group tools.
- People management skills, including the ability to provide guidance and support to a diverse team of professionals working around the world in various time zones and contexts, and coming from a broad variety of backgrounds.
- Strong communication skills, both written and oral, in English (other languages a plus).
- Motivation by the objectives and goals of Lifebox and improving healthcare globally.

Additional requirements

- Must be available for meetings and collaborative work during a significant portion of major African, UK, or Western European time zones.
- Travel may be required for team, project, and Council meetings.

APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document explaining your motivation and how you are best suited for this position to opportunities@lifebox.org.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within two weeks of the closing date, please consider your application as unsuccessful.

Closing date: 13 February 2023

Lifebox is an equal opportunity employer and values diversity