

Global Alliance for Green and Gender Action (GAGGA) Operations and Finance Officer Terms of Reference

To apply, please send your application (CV, Cover Letter and description of previous work related to the post) to aplicaciones@fondocentroamericano.org no later than July 15, 2024.

I. BACKGROUND

The Global Alliance for Green and Gender Action (GAGGA) is a vibrant and diverse network, established in 2016, involving around 24 women's funds, environmental justice funds, 31 NGOs, and 440 women-led community-based (CBO) organisations, joining forces to strengthen the nexus of women's rights, gender, climate, and environmental justice at local, national, and regional levels in Africa, Asia, the Pacific, Latin America, Europe and globally. GAGGA works towards enhancing linkages and collaboration among women-led CBOs and women's rights, gender, environmental and climate justice movements at multiple levels, to pursue Lobbying and Advocacy (L&A) agendas for environmental and climate justice that amplify women's, girls, trans, non-binary and intersex peoples' leadership, resilience, agency and promote their human rights. Specifically, GAGGA aims to influence governments, investors, and donors at multiple levels to divest from fossil fuel (related) industries, defend critical ecosystems and support inclusive, sustainable and gender-just climate solutions.

GAGGA is led by the Fondo Centroamericano de Mujeres (FCAM), based in Central America, in collaboration with Mama Cash and Both ENDS, both based in the Netherlands. It is supported by the Ministry of Foreign Affairs of the Netherlands (MFA), under their Power of Voices (PoV) programme (2021-2025), following on from their support provided by the Dialogue and Dissent (D&D) programme (2016-2020). GAGGA also received support from other bilateral as well as philanthropic donors. Global Greengrants Fund, Prospera – International Network of Women Funds, Women's Environment & Development Organization (WEDO) and 350.org are strategic allies to the alliance, developing and offering insights into the importance of resourcing women's rights, environmental and climate justice; strengthening L&A on climate finance, and building connections with climate justice movements.

As GAGGA prepares to begin its 10th year of implementation, it aims to continue strengthening its coordination capacities to ensure its sustainability in the long term. To this end, GAGGA is looking for an operations and finance officer that can lead a operational and financial management and strategy to comply with all current and new donor requirements. The postholder will be working closely with FCAM Finance Unit, GAGGA Coordination Unit, GAGGA Finance Committee and other GAGGA committees and working groups as and when needed.

The Operations & Finance Officer reports to the GAGGA Alliance Coordinator and will be an active member of GAGGA's Coordination Unit. GAGGA's Coordination Unit is led by an Alliance Coordinator, working together with a PMEL Officer, Donor Engagement Officer, a Communications Strategist and a Programme Assistant.

II. RESPONSIBILITIES

Financial and Contract Management, IT Security

FCAM is the lead of the alliance. All tasks are in close coordination with FCAM.

Serve as the lead point person for GAGGA with FCAM for the overall fiscal management and compliance including grant fund allocation, contract management, vendor management for the Coordination Unit.

- Work with FCAM, GAGGA's Steering Committee and Program Committee to develop the annual budget (per donor and overall GAGGA coordination budget) which supports the implementation of GAGGA's annual work-plan, lead in the development and monitoring of the budget.
- Serve as a liaison between the FCAM and Alliance Members to ensure GAGGA compliance with FCAM policy and procedures concerning current and new donors.
- Responsible for monthly reports for FCAM (reimbursements, credit card, etc.) and reviews monthly financial reports with FCAM on the Coordination Unit expenses, review reports and distribute reports to the Steering Committee and Program Committee when requested.
- Provide oversight for grant expenditures for the Coordination Unit expenses in collaboration with the GAGGA Alliance coordinator.
- Lead and coordinate the GAGGA Finance Committee (including coordinating communication, organising and facilitating meetings, preparing templates).
- Provide oversight for grants in collaboration with the Alliance Members.
- Responsible for Coordination Unit and partners/grantees travel budgeting and approval of expenses in accordance with the approved budget, donors' requirements, conditions and FCAM policies
- Coordinate the implementation of meeting logistics and travel lodging with vendors and/or Programme Assistant.
- Oversee implementation and ongoing management of a centralised cloud-storage solution and digital security for the program.
- Support the preparation and consolidation of GAGGA financial reports on behalf of the Alliance for the relevant donors. This includes, among other tasks, developing templates and addressing any questions.
- Responsible for coordinating the annual consolidated audit for the MFA-funded GAGGA grant on behalf of the Alliance in coordination with FCAM.

Operations and Human Resources

- Support and supervise the GAGGA Programme Assistant.
- Keep contractor and staff onboarding and offboarding materials updated, in coordination with FCAM.
- Ensure hiring and recruiting processes are consistent and streamlined; manage hiring processes, including helping build scenarios for interviews, reviewing resumes, planning interviews, and onboarding new team members in coordination with respective supervisor/manager and in coordination with the FCAM HR department.
- Work closely with FCAM to ensure effective operational functions, IT and security implementation and management, payroll, credit cards, and reimbursements.
- As a member of the GAGGA Coordination Unit, support effective overall communication and collaboration across all working groups.
- Participate in GAGGA in-person and online events or meetings.

III. REQUIRED QUALIFICATIONS: EXPERIENCE, SKILLS, KNOWLEDGE, AND ABILITIES

- Personal alignment with GAGGA's vision, mission and guiding principles
- At least five years of experience in operations, financial management and human resource functions of civil society organisations including IT knowledge, accounts payable and receivable, creating and tracking organisational budgets, reviewing financial statements, and undertaking financial analyses, is required.
- Degrees:
- A bachelor's degree in business management, finance, or accounting, similar degree or comparable hands-on field experience is desired. Advanced degree in business, finance, accounting or additional accreditation is preferred.
- Proficiency in Microsoft Office Suite and advanced proficiency in Excel are required, Google Workspace/G-suite required.
- Ability to self-organise and work in a structured and independent manner.
- Demonstrated success in the following is required:
- Work well independently and on a multicultural, global and remote team
- Organised and detail oriented
- Openly and consistently receive and give feedback
- Collaborate on projects and initiatives in a fast-paced environment
- Creative problem-solving skills
- Proficiency in leveraging excel to organise and decipher large data sets
- Read and interpret financial documents (Balance sheets, income statements and cash flows)
- Good team skills and experience working collaboratively and interacting with people from diverse cultures and backgrounds.
- Strong commitment to environmental and climate justice, women's rights, and gender justice. Understanding of cross-movement building is an added value.
- Proven experience (at least five years) in working with women's rights, feminist, environmental and climate justice activist grassroots movements from the Global South is an added value.
- Strong analytical, communication and writing skills.

IV. ADDITIONAL QUALIFICATIONS AND INFORMATION

- Fluency in English and Spanish. Knowledge in French is a plus.
- It is expected that the working hours of the Operations and Finance Offer will correspond with the UTC-6 time zone.
- We value the expertise and knowledge of those who have directly experienced injustice and are working towards the just world GAGGA believes in. We particularly welcome applications from BIPOC (Black, Indigenous, People of Colour) and LGBTQIA people from the Global South.

V. OPERATIONS & FINANCE OFFICER ROLE INFORMATION

- 40 hours per week.
- Salary: \$ 2500.00 per month + benefits
- Works fully remotely, preferably in the Global South: the GAGGA Coordination Unit and the members of FCAM, GAGGA's lead organisation, work from different locations and mainly in Europe and Latin American time zones.
- The selected candidate will have a consultant contract with FCAM.
- International travel required.
- Expected start date: August 2024 or as soon as possible

VI. HOW TO APPLY

Please send your application (CV, Cover Letter and description of previous work related to the post) to aplicaciones@fondocentroamericano.org no later than July 15, 2024.

Due to the large volume of applications we receive, we will only be able to contact those candidates who are being most actively considered for this position.