

## Job Description - Interim Finance Consultant

---

**Position/Title:** Interim Finance Consultant.

**Reports to:** Interim Executive Director .

**PURPOSE OF POSITION:**

To provide the oversight, administering and monthly review of NAMEN financial records, systems and processes of the organization including accounting, bookkeeping, record keeping, banking, insurance and all related financial administration.

**SUPERVISION AND REPORTING**

The Finance Coordinator will report to the NAMEN Interim Executive Director, for supervision and evaluation.

**REQUIREMENTS:**

Strong commitment to NAMEN's mission, goals, code of conduct, and principles.

**RESPONSIBILITIES:**

**Overall Coordination and Systems monitoring:**

1. Ensure appropriate policies, procedures with respect to financial transactions { including but not limited to check requisitions and related authorization, budgetary expenditures and benefits} are followed by Interim Program Coordinator.
2. Assist, support, counsel and advise Interim Executive Director with respect to financial matters, systems and processes.
3. Advise and maintain NAMEN financial instruments, loans, lease contracts and other related financial matters.
4. Ensure timely and accurate adherence to statutory, regulatory and policy regimes with respect to financial compliance.
5. Oversee month-end and year-end procedures including but not limited to preparing all month end reconciliations and year-end report for NAMEN annual audit
6. Provide regular reports on all NAMEN financial activities as required and directed by the Interim Executive Director in all areas including but not limited to bank balances, cash flow reports, accounts payable and receivable reports, operational financial statements.
7. Coordinate and assist external auditors during audit fieldwork. Ensure all financial audited financial statement deadlines are met per NAMEN reporting requirements.
8. Maintain the filing and record keeping system of the finance department and NAMEN as a whole and administer the operations of the finance department {databases, administrative systems, supplies and equipment}.
9. Maintain the confidentiality of NAMEN business, and other private information and records.

**HOURS/WEEK** - Not to exceed 3 hours per week  
@ \$40hour

**Contact Person:**

Completed submissions are due to North American MenEngage.

Submissions are to be made electronically only to:

Attention: Stevan Lynn, Interim Executive Director

[stevan@namenmenengage.org](mailto:stevan@namenmenengage.org)