

## Senior Associate, Financial Planning & Analysis

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Company: TeachForAll Inc

Location: Colombia

Category: life-physical-and-social-science

### Position Summary

To advance and intended outcomes, we are seeking a Senior Associate, Financial Planning & Analysis, to support on key financial processes related to budgeting, reporting and analysis. The role will be instrumental in enabling the organization to have timely and reliable financial information and reporting.

The 9-member Finance team, with its staff members currently based in India, Kenya, and the United States enables the ~\$50M, multi-entity, multi-currency financial operations of Teach For All. The Finance team both manages the organization's expenses and grantmaking operations. The team operates in a fast-paced, dynamic environment, striving for both strong processes and controls and effective, efficient support towards Teach For All's mission. You will report to the Global Director, Financial Planning and Analysis.

**As the Senior Associate at Teach For All, you will engage in the following and/or similar activities:**

#### **Fundraising financial support (30%)**

Support the infrastructure behind our fundraising financials including managing templates/spreadsheets, timesheets and allocations, reviewing submissions, supporting staff in understanding information and requirements

Support on restricted funding processes, such as budget development, tracking grant spends, financial reporting

Ensure fundraisers are well supported in having access to information they need related to

financial resources

Support program staff, ensuring they are clear on grant budgets and implications for spending

Manage related technology systems and processes including updates and staff support

### **Budget management and support (30%)**

Develop and manage organization-wide budgeting and tracking templates, expense re-forecasting

Support staff on budget questions and requests, including supporting staff to navigate templates, budgeting policies, managing re-allocation or transfer requests

Posting and tracking actual expenses

Monitor financial performance and report on deviations

Manage related technology systems and processes including updates and staff support

### **General Finance team support (25%)**

Support on team-wide functions include reviewing expenses/invoices

Provide occasional support on payments

Support others on the team as a backup on other staff-facing support such as contracts, managing staff inquiries

Support knowledge management

### **Financial Analysis (15%)**

Contribute to Board documents by organizing financials, performing analysis

Support in ad-hoc analysis for Finance or other teams

### **As the ideal candidate, you will bring:**

Minimum 2-3 years of work experience with a significant finance, data analysis, or other quantitative focus

Advanced-level Microsoft Excel or Google Sheets skills required, or intermediate-level skills with a strong desire to grow in this area. The role requires the ability to manage complex

spreadsheets and formulas and operate very quickly in Excel and Google Sheets.

Candidates will be assessed on their Excel skills, including going on screen-share during interviews

Strong customer service orientation toward other stakeholders

Experience in a global financial environment is a plus (specifically multi-currency and/or multi-entity management)

Interest in and passion for education and Teach For All's mission

**Additional desirable skills/experiences:**

Excellent attention to detail

Strong written communication skills

Ability to build strong relationships and work with diverse individuals

Exceptional team and collaboration skills

**What Teach For All Offers:**

to cultivating a culture in which all staff members feel they belong, are valued for their contributions, and have an impact on our organization's progress

Professional and personal development experiences and ample opportunities to make a positive impact on the work of Teach For All and beyond

Comprehensive benefits package designed for your well-being and work-life needs

All roles are 100% remote; in some locations we offer the option for in-office collaborations

Generous time off and flexible work arrangements

And much more!

**Application Instructions**

If this opportunity sounds like the next best step in your career, please submit your resume or curriculum vitae (CV) and a one-page letter of motivation (in English) directly online. Your letter should summarize motivations for your application and how your skills and experience align with the terms of this opportunity. We look forward to learning about you and your passion for

ensuring educational opportunity for all!

**Applications are reviewed on a rolling basis. Therefore, candidates are encouraged to apply at their earliest convenience.**

### **Work authorization**

Please note, this position is not eligible for employment visa sponsorship. All candidates must possess permanent local work authorization/permit in order to be considered.

### **Compensation**

Salary for this position is competitive and dependent on country of hire and prior work experience and includes a comprehensive benefits package.

### **Travel and Hours**

All work is delivered virtually. Travel will be minimal. Given that we work across different time zones, some non-traditional hours for early or later calls are an expectation of this role.

### **About Teach For All**

Teach For All supports and connects a global network of independent organizations working around the world to ensure that every child has access to an equitable and excellent education. Each organization in the network, conceived and launched by a local entrepreneur, enlists its nation's most promising leaders to teach in high-need areas for two years, and, in the long-term, drive systemic changes from within and outside of the education sector.

Teach For All is catalyzing an international movement to expand educational opportunity. At the center of this network, Teach For All plays a unique role: it helps local organizations overcome common challenges by providing direct support services and serving as a hub for the exchange of best practices. In addition to delivering support to local organizations, Teach For All maximizes local impact on educational need by directly connecting the teaching participants and alumni of its international network programs through conferences and online forums.

### **Our Commitment to Diversity and Inclusiveness**

We are committed to building a diverse and inclusive organization that inspires individuals of all backgrounds – across nationalities, races, ethnicity, religions, political views, economic backgrounds, sexual orientations, physical disabilities, languages, ages, genders and prior experiences – to bring their full selves to the work of ensuring educational opportunity for all. In order to maximize our effectiveness in fulfilling Teach For All's mission, we also feel it is important to focus on increasing representation and inclusiveness with respect to two dimensions in particular: we prioritize diversity of geography because this can help us

quickly understand and connect with the diverse cultures and geographies of the world. We also prioritize increasing the representation and inclusiveness of team members who themselves have experienced the inequities we're working to address by nature of sharing the background (e.g. economic, racial and ethnic, religious) of the most disadvantaged groups in their countries.

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