

# **Finance Manager**

## **Terms of Reference**

### **Purpose of the role**

The Finance Manager supports the organisation's financial sustainability, compliance, and operational accountability by overseeing financial systems, reviewing documentation and budgets, and ensuring that financial processes are aligned with internal policies, donor requirements, and legal obligations. The role focuses on financial coordination, oversight, and strengthening systems.

### **Key responsibilities**

#### 1. Financial systems and compliance

- Maintain and improve the organisation's financial systems, procedures, and internal controls.
- Ensure that financial processes are aligned with internal policies, donor requirements, and applicable legal and compliance standards.
- Review financial risks, identify gaps in systems or documentation, and recommend improvements.
- Support the implementation and practical use of the organisation's financial strategy.
- Ensure that procurement and financial documentation processes are consistent, complete, and properly organised.

#### 2. Budgeting and financial planning

- Develop project budgets in cooperation with the team.
- Review and revise budgets for grant applications, project implementation, and reallocation requests.
- Track budget implementation and flag inconsistencies, overspending risks, or areas requiring management attention.
- Support financial forecasting and planning to strengthen the organisation's sustainability and readiness for future funding.

#### 3. Documentation, payments, and coordination

- Review and revise contracts, invoices, procurement files, and supporting documents before payment.
- Prepare and/or review payment packages and ensure they are complete and compliant.
- Coordinate closely with the external accountant and other service providers on documentation, reporting, and payment-related processes.
- Ensure that records related to contracts, invoices, procurement, and payments are complete and accessible for reporting and audit purposes.

#### 4. Financial reporting and donor compliance

- Prepare and review donor financial reports in coordination with management staff.

- Ensure that expenditure is correctly documented, categorised, and matched to budgets and donor requirements.
- Maintain internal financial tracking and prepare financial summaries for management decision-making.
- Ensure financial readiness for donor reviews, audits, and external compliance checks.

#### 5. Internal coordination and organisational support

- Work closely with the Executive Director, Management Board members involved in oversight, programme staff, and the external accountant.
- Provide financial guidance to team members on budgeting, procurement, documentation, and compliance matters.
- Support the organisation in strengthening financially sound and sustainable practices across all areas of work.
- Contribute to the development of clear, practical, and accountable financial workflows within a remote organisational setting.

#### **Required qualifications**

- Overall experience: Minimum 3 years of relevant experience in finance, financial coordination, budgeting, or compliance-related roles.
- Sector experience: Strong understanding of financial management in non-profit organisations. Experience in donor-funded work is required.
- Financial management: Proven experience with budgeting, financial planning, document review, donor compliance, and internal financial procedures.
- Documentation and compliance: Strong experience reviewing contracts, invoices, procurement documents, and payment files, with close attention to detail and accuracy.
- Coordination: Experience working with accountants, auditors, banks, legal service providers.
- Fundraising support: Experience contributing to proposal budgets and donor financial reporting is a strong advantage.
- Tools and systems: Confidence in working with spreadsheets, shared online systems, and digital documentation workflows. Ability to quickly adapt to internal tools and procedures.
- Languages: Russian and English – advanced.
- Values and context: Understanding of or commitment to feminist, queer, and human rights values. Experience in feminist, queer, or human rights organisations is a strong asset.
- Personal competencies: Strong analytical skills, attention to detail, accountability, discretion, and the ability to work independently while coordinating across teams.

The Finance Manager reports to the Executive Director and works in close coordination with the external accountant and relevant management bodies on financial oversight and compliance matters.

Contract period: Until 30 November 2026, with the option to extend.