

## **Associação Worldfund Brasil**

### **Finance and Administration Assistant**

**Based in São Paulo, Brazil**

The Finance and Administration Assistant will be responsible for performing financial and administrative routine duties, complying with accounting, tax, and legal obligations. This position reports directly to the Finance and Operations Director in Brazil.

#### **Responsibilities**

- Make payments, monitor budgets, conduct bank and budget reconciliation
- Use and maintain financial management tools
- Process employee benefits and payroll
- Contribute to budget monitoring and development
- Manage per hour labor contracts
- Monitor and consolidate financial information, maintain account provisions, advancements and investments
- Collect and report charges and taxes
- Send financial and tax information to accounting consultant
- Monitor and provide financial information for external audits
- Operate administrative and financial actions of each project cycle
- Provide the Financial Advisor with information on financial investments
- File financial transactions and prepare and maintain current internal policy manuals
- Assist with travel arrangements and logistics for employees and Worldfund trainers
- Assist with fiscal year annual budget and monitor cash flow
- Manage day to day processing of accounts receivable and payable, produce reports as requested
- Manage grantor contracts and prepare financial reports to donors and partners by deadlines
- Maintain and monitor all fundraising (Raiser's Edge) and accounting systems (Fund EZ) and Metrics and Evaluation (Caspio) procedures capturing all pledges, billings and receipts, and program impacts

#### **Qualifications**

- Commitment to social justice, particularly to education and Worldfund's mission
- Creative and dynamic
- Excellent organizational and time-management skills
- In depth knowledge of office management and basic accounting procedures
- Strong verbal and written skills
- Training in accounting, economics or administration
- Must speak and write professionally in English, Portuguese, and Spanish
- Knowledge of Non-Profit Financial Organizations: Restricted Funds, Unrestricted, Temporarily Restricted, etc.

- Excellent computer skills and proficiency in Excel, Word, Outlook, PowerPoint, etc.
- A demonstrated commitment to high professional ethical standards, integrity, confidentiality, and a diverse workplace
- Knowledge of tax and other compliance implications of non-profit status in Brazil
- Great attention to detail and facts, proven ability to analyse situations from several points of view

### **About Worldfund**

Worldfund's mission, since its founding in 2002, is to raise the quality and relevance of education in Latin America – the key to transforming lives and breaking the cycle of poverty. Worldfund delivers intensive training to public school teachers and principals. Worldfund works in partnership with state governments to grow its three programs - IAPE (English language teachers), LISTO (principal leadership training), and STEM (science and math teachers) - to scale across entire school systems, while bringing private corporations to the table to invest resources and expertise. Our programs impact over three million children in Brazil and Mexico. Worldfund has offices in New York City, Mexico, and Brazil, employing 30 full-time professionals and many dozens of part-time trainers. Worldfund's operating budget is in the \$6 million range.

If interested, please send CV to: [idesgualdo@worldfund.org](mailto:idesgualdo@worldfund.org)