

Job Description: Finance and Administrative Assistant, Brazil (Recife)

LOCATION: RECIFE, BRAZIL

FULL TIME EMPLOYEE POSITION: 40 HOURS PER WEEK

REPORTS TO: BRAZIL FINANCE MANAGER

START DATE: ASAP

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and antislavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end. In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Myanmar, Nepal, and Thailand

About the position

The Freedom Fund has a full-time role available for an energetic, committed and thoughtful professional to support the financial and administrative needs of our growing Brazil office. The candidate selected will provide financial support to ensure that our systems and processes are in compliance with office policies as well as provide administrative support to all team members for the planning and execution of relevant meetings and project activities.

Based within the Recife office and reporting to the Brazil Program Finance Manager, the Finance and Administrative Assistant will need to be able to prioritise and support a variety of tasks. Successful candidates will have experience in providing financial, operational, and administrative support within an office setting, an understanding of finance routine, and the ability to coordinate with multiple local stakeholders (including donors, local officials, partners and suppliers). They should have knowledge of finance requirements and full routine, excellent attention to detail, and be able to effectively communicate in Portuguese and English.

Responsibilities

The Finance and Administrative Assistant will be someone who is a team player and is able to maintain flexibility in their role. The key responsibilities are as follows:

Finance

- Review staff expenses claims with supporting receipts and prepare monthly expense reports.

- Prepare weekly payments runs in accordance with the agreed timetable and financial control procedures and ensuring correct coding of all costs;
- Act as a point of contact for all accounts payable queries;
- Maintain a strong control environment, ensuring accounting records are complete and accurate
- Ensure all transactions are processed accurately within the accounting system, Microsoft Business Central;
- Assist the Program Finance Manager with the maintenance of the fixed asset register;
- Provide administrative support in relation to all bank accounts;
- Assist the Program Finance Manager with some balance sheets reconciliations;
- Help generate supporting schedules required in relation to the year end statutory accounts;
- Liaise with the Program Finance Manager and the Freedom Fund finance team based in London, as needed.
- Help ensure that the Freedom Fund Brazil office is in compliance with NGO regulations.
- Coordinate with other consultants or Freedom Fund staff to ensure up to date record keeping for annual audit purposes.

Administrative

- Provide administrative and operational support to the Brazil office such as purchasing office supplies, answering the office telephone, coordinating with vendors as requested, preparing the room and refreshments for any meetings held on the premises, meeting equipment set up, among other tasks.
- Provide logistical and administrative support for partner site visits, meetings, or external stakeholder visits to Brazil, as well as the local events logistic. This may include, but is not limited to making hotel reservations, booking flights, distributing email invitations, ordering and ensuring the delivery of meals, etc.
- Provide support to the Finance Manager and Administration to ensure that all statutory regulations are met (including registrations and local filings) for the Brazil office.
- Support the country representative with other administrative tasks including diary management, manage expenses and reimbursement claims, drafting letters and correspondences, taking and disseminating meeting notes, translation, and other relevant tasks, as requested.

Other assignments

- Carry out other relevant assignments on behalf of the Freedom Fund, as requested.

Qualifications and Experience

- At least 5 years' experience in finance and administration.
- Track record in completing finance, administrative and operational tasks with professionalism, a high degree of accuracy and efficiency.
- Excellent deadline management and sense of urgency and priority
- The proper qualifications from an accredited education program in administration, finance, or another related field
- Experience with accounts payable and receivable and with separate records by cost center, departments or specific projects, respecting the respective assigned budgets.

- Experience in managing financial accounts to ensure proper record keeping in accordance with audit requirements for FF in Brazil.
- Good working knowledge of the suite of Microsoft Office applications and excellent excel skills;
- Good communication and comprehension skills in written and spoken English.
- Experience of working with financial records in USD Dollars and BRL Reais
- Have the knowledge and discipline to follow global and local policies
- Experience of performing bank reconciliations
- Desirable knowledge of modern slavery, human rights or another social field related to the social transformation of civil society.
- Desirable experience with NGO finance and legal processes.
- Desirable Knowledge of Microsoft Business Central

Personal Attributes

- Team player who is willing to routinely collaborate and problem solve with colleagues in both Brazil, London, and the United States.
- Ability to problem solve and develop creative solutions to challenges encountered within a local office and help establish and implement new systems and processes.
- Detail oriented, with the ability to work on multiple tasks in an efficient manner.
- Self starter who is able to identify and complete tasks with minimum supervision.
- Experience working with a diverse and global team.
- Strong time management skills – the ability to stick to deadlines and timetables;

Compensation

- BRL 8,289 – BRL 8,522 (per month).
- Medical insurance and meal vouchers.
- Provisions under CLT such as severance pay, vacation bonus and 13th month salary.

Application Procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Finance and Admin Assistant, Brazil' in the subject line before **10:00 am BRT on 31 January 2024**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in Brazil. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at jobs@freedomfund.org

Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.