

Scope of work:

1 Opportunity

## CHIEF FINANCIAL OFFICER

**Reports to: Executive Director**

The Chief Financial Officer will be responsible for all finance-related activities of the SLF and will act as the custodian of the organisation's funds.

The CFO will work in collaboration with other key personnel to ensure that SLF functions in a legal and ethical manner while meeting its stated goals and objectives. The CFO will be tasked with the preparation of budgets and financial reports in compliance with all reporting standards and the laws of Trinidad & Tobago, risk assessment, the development of compliance programs and policy reviews, in addition to other finance-related matters. The CFO will act as an ex-officio Director during their term in office.

### Why You'll Enjoy This Role


The role of Chief Financial Officer offers you an opportunity to oversee the finance-related activities of SLF, including grant funding and strategic planning. A high level of experience is expected for anyone filling this role as partnership compliance for donors is incredibly important. If you enjoy aspects of compliance, as well as possess an affinity for budgeting and expenditure, this role is for you.

### Key Responsibilities & Duties

- Assist with the preparation of financial reports and documents as needed;
- Develop and review financial policies and procedures for SLF;
- Prepare an annual budget for approval by the Board of Directors;
- Advise on long-term financial planning, monitoring costs, overseeing income and approving expenditure;
- Undertake book-keeping activities;
- Perform bank reconciliation and sign financial statements;

1/3

The Silver Lining Foundation (SLF) is a youth-led organisation that addresses bullying and violence within the framework of sexuality diversity. Through the Pillars of Support, Education and Advocacy, we have streamlined different initiatives to meet the needs of LGBTQ youth in Trinidad and Tobago and across the Caribbean. Our team has worked with individuals, organisations and donors across the globe to conduct pioneering research on bullying and violence in secondary schools, psychosocial peer support groups for LGBTQ youth and their families, mental health interventions and social outreach programmes for students and training programmes for school teachers and administrators where we've helped thousands of young people across the country.

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- Lead the annual financial audit;
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting;
- Developing and implementing an effective compliance program;
- Perform tasks that may be assigned from time to time by the Board of Directors;

### Qualifications & Experience


- BSc/BA in Accounting, Finance, Business Administration or relevant field OR Level 2 ACCA.
- While volunteerism is open to all – including non-graduates – a proven track record in policy issues is beneficial, although a strong desire to become involved in and undertake policy development, planning, research and evaluation will be considered.

### Desired Knowledge, Skills & Abilities

- Strong financial and accounting background, including an understanding of legal requirements and controls (e.g. AML/CFT);
- Excellent leadership and project management skills with the ability to work with a diverse group of people;
- Professional compliance certification is beneficial;
- Working knowledge of financial management for NGOs and risk management practices;
- Working knowledge of LGBTQ+ issues, gender issues and the education sector;
- Excellent communication skills;
- Excellent analytical and communication skills with the ability to prepare proposals, reports and concept papers to a high level of proficiency;
- Ability to work well under pressure and with deadlines;
- Ability to multi-task and prioritize work amidst competing demands;
- Experience with budget management, public accounting, and cash flow;
- Familiarity with industry practices and professional standards;

2/3

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### Equal Opportunity

The Silver Lining Foundation (SLF) is an equal opportunity organisation and prohibits discrimination and harassment of any kind: SLF is committed to the principle of equal employment opportunity for all employees, volunteers and applicants and to providing everyone with a work environment free of discrimination and harassment.

All decisions at SLF are based on organisational needs, job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in Trinidad and Tobago. SLF will not tolerate discrimination or harassment based on any of these characteristics.


The submission deadline is **Sunday, Jan 31st 2021** at 11:00 pm (GMT -4).

Apply online: <https://silverliningtt.com/volunteer>.

[Apply Online](https://silverliningtt.com/volunteer)

3/3

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