

**Title:** Finance Director

**Term:** Permanent, full-time

**Reporting Relationship:** President and CEO

**Location:** Fully remote role, US-based preferred

**Salary:** Salary will be commensurate with experience and geographical location

**About:**

ICHOM, an established U.S.-based nonprofit organization, seeks a Finance Director to support ICHOM and the President with ensuring good practice financial planning, reporting, and overall financial health, including overseeing budgeting, audits, and ensuring compliance with financial regulations

**Responsible for:**

**Management and Oversight:**

- Manages vendors for backend systems for financial management, including accounting, banking, audit, bookkeeping, and other financial services.
- Provide consultation, advice, and periodic reporting on ICHOM financial health, processes and policies to the ICHOM Board

**Financial Management:**

- Oversees all aspects of financial functions, processes and management, with support from the Chief of Staff, and consultation of the President & CEO
- Responsible for maintaining a clean accounting system (chart of accounts) and managing all vendors and subscriptions, including auditor, accounting, and applications (e.g. Bill.com)
- Defines, executes agreements, and manages all external financial vendor contracts, including accounting, auditor, bookkeeping and other vendors or tools to support consistent and accurate financial management
- Manages annual audit, and tax and 990 filings for the organization, engaging and interfacing with external vendors for accurate and timely completion.
- Ensures timely creation and review of all financial reports, including P&L, balance sheets, cash management, revenue forecasts and other reports as determined by LT and Board
- Ensures employment payroll and tax systems are created and managed for continuity and accuracy.
- Review and update financial management policies (e.g., functional expense allocation) and internal control and accounting procedures with President & CEO and CoS.
- Ensures all records are accurately organized and archived for compliance purposes
- Review A/R and A/P reports on a weekly basis and collaborate with President & CEO, CoS, and LT for ongoing management
- Ensures timely payment of all banking transactions from both US and UK accounts.

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116  
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL  
Registered Company Number 10687842



### **Financial Planning and Analysis:**

- Review and advise on operating budget development with the Chief of Staff
- Review drivers of expense and revenue and conduct ongoing forecasting process for long term financial management
- Review and advise ongoing financial reporting and accounting practices
- Evaluate long-term asset management, including evaluation of banking needs, financial instruments and strategies, etc.
- Review and advise on investment portfolio and reserves management policies and options
- Review/establish liquidation for operations policy

### **Collaborations:**

- Supports Director of HR and Operations for operational continuity and to ensure consistency and financial coordination for HR functions, including payroll
- Supports the Director of HR & Operations to review and secure insurance coverages according to ICHOM's current and future needs.
- Supports Salary banding and performance appraisal review and updates

### **Qualifications:**

- Degree in business administration, accounting or finance required. Masters' degree preferred
- Minimum 5-7 years of [JB2] non-profit financial experience with demonstrated increasing responsibility or management experience. International and US financial experience is a plus.
- Experience with building processes, compliance consistency and guiding growth for nonprofit organizations.
- Proven experience in successful management of vendors, systems and personnel to deliver compliant and efficient financial operations.
- Supervisory experience preferred.
- Strong financial accuracy and reporting skills; strong communication skills.
- Excellent MS Office and Google Suite knowledge. Xero and Bill.com experience preferred. Asana project management software knowledge a plus.

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