



GrowAsia

JOB DESCRIPTION:
Manager, Operations and Finance
Singapore

BACKGROUND:

Established by the World Economic Forum in collaboration with the ASEAN Secretariat in 2015, [Grow Asia](#) is a non-profit platform that builds regional and country partnerships to broker market-driven solutions for sustainable food systems in Southeast Asia. We do this by convening global and regional stakeholders from public, private, and civil society organizations around macro-level issues such as agritech innovation, women's economic empowerment, responsible investing, and climate change, and by facilitating the development of more inclusive and sustainable value chains by brokering partnerships, developing and sharing best practice, and creating an ecosystem that supports pre-competitive collaboration.

The Grow Asia network comprises our regional office in Singapore and six national chapters in Cambodia, Indonesia, Myanmar, Papua New Guinea, the Philippines, and Viet Nam. The network collectively engages 600+ partner organizations and supports 44 Working Groups reaching over 2 million rural businesses across Southeast Asia.

As of 2020, Grow Asia has been accredited as an Entity Associated with ASEAN. The accreditation recognizes the important role Grow Asia plays in the region, particularly in facilitating multi-stakeholder partnerships for more inclusive, resilient, and sustainable food systems in our region.

As our work continues to expand, Grow Asia is seeking to appoint a talented and seasoned all-rounder to join our team in Singapore as Operations and Finance Manager.

THE ROLE:

This new position is critical to ensuring the smooth operation of the Regional Secretariat team in Singapore, and the ongoing development of our dynamic and well-connected regional network.

The Operations and Finance Manager supports Grow Asia's finance, budgeting, and management functions. Corporate and project responsibilities include drafting and updating project budgets and expenditures, monthly financial reporting, contract drafting, review, and modifications. The position is responsible for ensuring Grow Asia's and donors' policies, procedures, and legal requirements are followed throughout the contracting process. The position will also play an important role in the management and tracking of grant budgets and will support Grow Asia's Programs teams in preparing, reviewing, and submitting documentation relating to sub-grants, and providing support to business development functions, including reviewing solicitations, costing/pricing for proposals, and drafting of proposal budgets and notes. This role reports to Grow Asia's Lead, Operations and Finance.

We seek a highly motivated, organized, and experienced all-rounder for this critical role.

RESPONSIBILITIES include but are not limited to:

1. Financial Management and Reporting

- Designing and managing efficient finance systems and P&L management tools
- Preparing departmental budgets by working with relevant teams and consolidating budgets into annual or quarterly budget pipelines.
- Analyzing and preparing financial/donor reports, donor, and country office annual budgets.
- Supporting the preparation of month-end closing and financial reporting.
- Reviewing expenditures and spending rates with relevant teams to update financial projections and make any necessary revisions.
- Working with Programs teams or budget holders to be aware of and provide donor-specific requirements for the financial reports.
- Highlighting financial exposures and non-compliance to senior management and supporting the internal audit function
- Monitoring and providing appropriate follow-up actions for collection of donor receivables or settlement of donor payables in a timely manner.
- Processing invoices including third-party suppliers.
- Managing travel claims and expenses in accordance to Grow Asia policies.
- Maintaining proper documentation and filing systems.
- Coordinating trainings to non-finance staff to encourage awareness of proper budget management.

2. Grants and Contracts Management

- Reviewing grants, sub-grants, and associated contracts/agreements, staying updated on changes in donor and investor regulations, and ensuring that staff are aware of associated donor regulations, including reporting requirements.
- Maintaining appropriate records of grants and contracts in compliance with Grow Asia's and donor's retention policy and procedures.
- Maintaining a donor/investor reporting schedule and working with Flagship teams to ensure quality and timeliness of all donor report submissions.
- Supporting Flagship teams as appropriate in the preparation of donor/investor reports and communications.
- Reconciling income against expenditures on the grants on a regular basis.
- Acting as a resource on grant compliance issues related to donor requirements.

3. Employment and Third-Party Contracts Management

- Maintaining confidential files and employee information.
- Assisting with drafting job descriptions and employment contracts.
- Drafting and reviewing contracts with consultants, suppliers and other third parties, including but not limited to MOUs, collaboration agreements, non-disclosure agreements, etc.

4. Other Operations and Administration

- Managing office facilities, supplies and equipment.
- Negotiating with vendors to secure service contracts, including for events.
- General administration such as answering phones and supporting event logistics.
- Managing calendar appointments, travel arrangements and where required, composing and preparing correspondences.

THE SUCCESSFUL APPLICANT:

- Holds a bachelor's degree or equivalent experience in finance, accounting, or business administration function.
- 6-10 years of working experience, including experience managing and administering non-profit grants and budgets in a multi-country context.
- Demonstrated understanding of contractual, legal and financial matters in relation to donor-funded projects.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong business acumen with the ability to synthesize key themes and deliverables from objectives and strategies defined by senior management.
- Excellent interpersonal skills, including verbal and written communication, negotiation, cross-team project management, and consensus-building.
- Highly resourceful team-player with the ability to be effective independently.
- Proven ability to handle confidential information with discretion
- Be adaptable to various competing demands and demonstrates the highest level of service and response.
- Emotional maturity, patience, curiosity, empathy, and a sustained willingness to broaden your horizons
- Strong interest in global issues and sustainability.
- Fluency in English, and proficiency in an additional Asian language(s) is an advantage.
- Proficiency in Microsoft Office, including MS Word, Excel, and PowerPoint; knowledge of financial management systems.

Location: Singapore

Travel requirement: 10% of the time (subject to COVID-19 restrictions)

Salary: Competitive

Start date: Immediate

WHAT'S ON OFFER:

In addition to a competitive salary, this role provides a unique opportunity to (1) develop your capabilities and broaden your skill set in an organization that supports continuous growth, (2) work with a highly motivated, collaborative, efficient, and compassionate team that also values autonomy, (3) be part of a dynamic, well-respected and credible entity in Southeast Asia, (4) connect with the World Economic Forum and its Food Action Alliance and participate in the global agenda on food security and agricultural development, and (5) contribute to social, economic and environmental progress in Southeast Asia and beyond.

HOW TO APPLY:

Qualified applicants are invited to send their resume and cover letter to careers@growasia.org. We ask that you kindly include your name and the position you are applying for in the subject line (e.g., "Application: Finance & Contracts Manager – Your Name").

Due to the volume of applications expected, only shortlisted candidates will be notified.

As a multi-stakeholder platform, we believe all voices matter and actively seek to bring them to the table. Aligned with this ethos, Grow Asia is committed to equal employment opportunity regardless of race, religion, sex, national origin, sexual orientation, age, marital status, disability, or gender identity.

