



Open Position: Finance Manager, Programs and Management Reporting

Call for Applications

About IIX:

IIX is the pioneer in impact investing and the global leader in sustainability. We have transformed the financial system so that women, the environment and underserved communities are finally given a value and a voice in the global market. Over the past decade, we have built the world's largest crowdfunding platform for impact investing ([Impact Partners](#)), created innovative financial products such as the [Women's Livelihood Bond](#) and the Women's Catalyst Fund, operated award-winning enterprise technical assistance programs such as [IIX ACTS](#), and established an [Impact Institute](#) and [Research & Advisory](#) to build the sustainable investing market. To date, our work has spanned **53 countries**, unlocked **US\$215 million** of private-sector capital, and positively impacted over **87 million** direct and household lives, and avoided over 1.2 million tons of carbon. The foundation of IIX's work is [IIX Values](#), the world's first impact verification solution for every organization, which effectively measures the social and environmental impact of an investment and gives value to the voices of the underserved. IIX has received numerous awards for its work including the Oslo Business for Peace Award, the 'Nobel Prize for Business.'

For more information about IIX, please visit www.iixglobal.com.

About a career with IIX:

You will join a highly effective team that provides you with an un-paralleled hands-on exposure to the Impact Investing and Social Finance space. You thrive in tackling development issues and excel in creating solutions using structured strategies and unprecedented programs that address and solve the world's most pressing problems, from food security to inclusive finance to clean energy. You aim to become a global development leader who has a passion for international development and to get involved in work that makes a difference.

When you join IIX, you embark on a rewarding career where we are heavily invested in your professional development, as we will build on your strengths and help you gain new skills with training, coaching, encouragement and guiding you in the right direction. It is a value addition to advance your career, providing you invaluable exposure to the rapidly growing impact investing space.

The position will be based in Singapore.

As a successful candidate to join our team, you should be:

- **Mission driven:** Commitment to social finance and impact investing as a path to unlock society's potential to effect social change is essential for a happy and successful tenure at IIX.
- **Results oriented:** At IIX, we manage toward impact maximization and produce measurable returns. These results strengthen the ecosystem and transform existing realities by helping impact enterprises magnify their impact and scale.
- **Resourceful:** While IIX is a seasoned stakeholder in the impact enterprise and impact investing space in Asia, we pride ourselves on creating opportunities. Being resourceful and skilled at mobilizing human and financial resources to achieve IIX's mission is a key part of the role.

Some of our clients include foundations such as the Rockefeller Foundation and Bank of America-Merrill Lynch Foundation, corporations such as Standard Chartered Bank and KKR, international non-profits such as Oxfam and World Vision, multilateral institutions such as the Asian Development Bank, UN Agencies such as UNDP, and government agencies such as USAID and SIDA.

Duties and Responsibilities:

IIX is seeking a Finance Manager to oversee the financial reporting and administration of various donor programs managed by IIX. The Finance Manager will assist in managing the accounting records analyze financial data and ensure compliance with the relevant reporting requirements for both management and donors.

Responsibilities:

1. Program management
 - Preparing/reviewing the accounting transactions for monthly and yearly program reporting, ensuring completeness and accuracy.
 - Preparing the necessary reports and documentation for periodical financial reporting to stakeholders, including donors, governmental bodies and program managers
 - Liaising with auditors for program audits, if required.
 - Managing the program budget and monitor the expenditures for variance analyses
 - Knowledge and familiarity with Singapore government grants schemes
2. Management Reporting
 - Business partnering with the heads of departments and their teams to help improve business performance for monthly management reporting, including revenue tracking and allocation
 - Working with business heads for accounts receivables collections
 - Coordinate and control the preparation of the annual budgets, including the preparation of the required documents for Board approvals
 - Payroll and HR processing
 - Handle any ad-hoc projects or task assigned by COO

Qualifications:

- Degree in Accountancy or equivalent
- Minimum 5 years experience in accounting and financial reporting. Familiarity with non-profit accounting is an advantage.
- Meticulous, organised and good attention to details
- Ability to act independently and execute sound judgment
- Able to work independently and possesses strong analytical and interpersonal skills.
- Singaporeans and Singapore PRs preferred, although we can consider candidates with work authorization in Singapore
- Have worked or studied overseas will be an advantage

Start Date: Immediate

Submission: Please submit a cover letter and a resume to jobs@iixglobal.com; Qualified candidates will be considered and contacted by a member of the IIX team for interviews and discuss your skills, interest and experiences. IIX is an equal opportunity employer.