



Appointment of  
**Director, Administration  
and Finance**

November 2021

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# Introduction

Dear Candidate,

Batonga is at an exciting moment of transition into a stronger and more impactful version of itself. We are growing and taking our programs to scale. We are also deepening our commitment, our model, and our impact. We are building our capacity on the African continent, and building a new vibrant senior management team in the US, Benin and Senegal.

At this important moment, we are looking for new team members to help us deliver on our ambitious goal of reaching 25,000 adolescent girls and young women by 2025. These individuals will join a small but incredibly united and committed team, and help grow it into one of the leading girl and women empowerment teams operating on the continent. Batonga is uniquely positioned to lead on the crucial issue of leaving no rural African young women out of the social and economic development promises of the #GenerationEquality agenda. With this recruiting effort, we are building the leadership team we need to deliver our promises.

The Director Administration and Finance will strengthen Batonga's admin and financial processes and structures, develop our country teams' capacities and ensure the organization delivers top quality financial reporting and accountability. They will work closely with the Executive Director and Director of Programs, as well as with Batonga's Board of Directors. This is a wonderful senior management position for a creative thinker who likes building initiatives and programs, who believes in feminist values and gender equality, and who wants to be part of growing one of Africa's most respected organization.

I hope you will consider bringing your expertise and gifts to our organization. Together, we can proudly implement the change so many adolescent girls and young women need to step into their full potential and power.



**Emily BOVE**  
Executive Director



# Who We Are

Batonga was founded in 2006 by a fearless gender equality advocate and celebrated Beninese singer-songwriter Angélique Kidjo. With strong support from both the creative industry and the social impact sector, Batonga addresses the pressing issues faced by adolescent girls and young women most in-need on the African continent. We focus on dismantling the norms and barriers holding them back, and help them transform their potential into the power to lead healthy, independent, safe, and fulfilling lives.

## Mission

The Batonga Foundation equips the hardest-to-reach girls and young women with the knowledge and skills they need to be agents of change in their own lives and communities.

## Vision

Batonga envisions a safer, healthier, and more equitable world in which all girls and women can thrive.



## What We Do

We work with community leaders and local mentors to identify girls, often hard to locate, likely to be socially isolated or disadvantaged. Many live on less than \$2 a day.

### Who We Support

We serve adolescent girls from 12-18, and young women from 19-30.



**37%**

of women have a bank account, compared with

**14%**

of men.



**60m**

Four out of ten girls aged under 18 are married – that's nearly 60 million girls –

**14%**

are married before the age of 15.



**13%**

of children from the poorest families complete lower secondary school in sub-Saharan Africa, while

**36%**

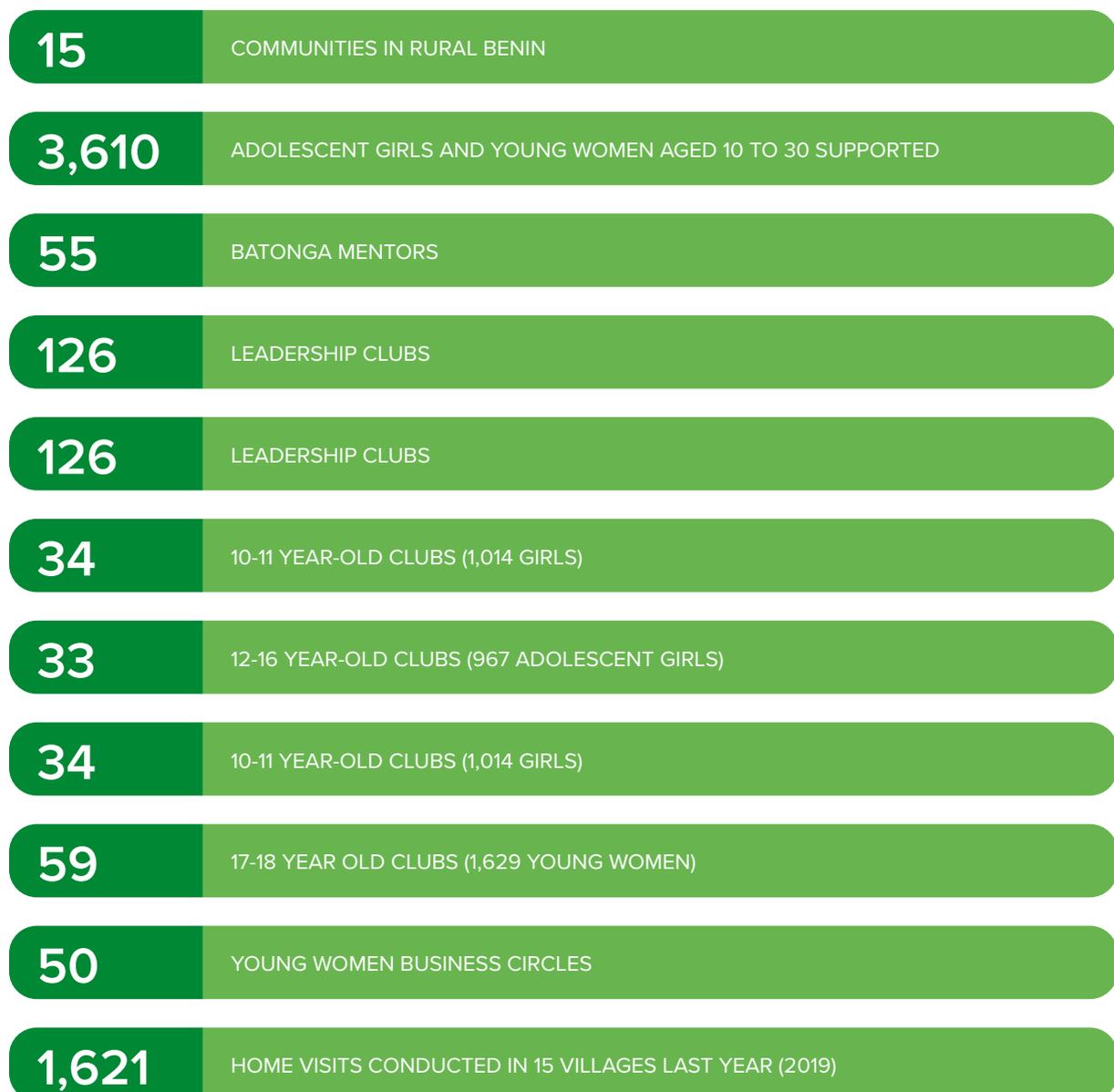
of girls do not attend at all.

## What We Do

### Our Programs

- Adolescent Girls' Leadership
  - Young Women's Economic Empowerment
  - Advocacy For Gender Equality
- Read more about our programs [here](#).

### Our Impact





## Our Structure/Finance

Batonga is entering a period of important growth. In the next five years, the organization hopes to be present in three countries on the continent (currently one), and support up to 25,000 adolescent girls and young women by 2025 (currently supports close to 4,000).

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In 2021, Batonga's annual budget was \$1,600,000. In 2021, the organization received a multi-year grant that will enable it to grow its team and scale its programs, opening programs in a new country in 2022. The organization is expected to continue to grow its revenue and annual budget in the next few years.



# Job Description

As part of our new phase of growth, we are seeking a dynamic and committed feminist leader for our newly created Director, Administration and Finance role. A member of our senior leadership team, the Director, Administration and Finance will provide operational support to the organization. They will define the process and implement the infrastructure and systems needed to support substantial organizational growth over the next five to ten years. They will continue to build and manage effective and streamlined administrative/financial systems, including financial, accounting, legal, information technology (IT), human resources (HR), and physical infrastructure.

In addition, the Director, Administration and Finance is deeply involved in strategic planning, evaluation, and professional development initiatives, as well helping plan for Batonga’s expansion to multiple new sites. They will also manage field accountants and staff who are responsible for financial management and reporting on grants.

Key duties and responsibilities for this role include:

## Financial Management:

- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and proposed new sites.
- Oversee all purchasing and payroll activity for staff.
- Prepare monthly and annual financial reporting materials and metrics for the Executive Director and the Board of Directors, including reconciliations, grant-based financial reports, financial statements and cash flow projections.
- Participate in the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.
- Monitor banking activities of the organization.
- Ensure adequate cash flow to meet the organization’s needs.
- Ensure maintenance of the inventory of all fixed assets.
- Hire, manage, and retain support staff as needed in the future.

## Job Description

### Audit:

- Oversee the coordination of all audit activities.
- Ensure all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with federal, state and other required supplementary schedules and information.
- Work closely with the Executive Director and the Board's Finance and Audit Committee to ensure timeliness and completion of all audit activities.

### Administrative Leadership and Management:

- Support the Executive Director on the organization's financial, budgeting, and administrative processes – including HR, payroll, and benefits functions – with an eye to continuously developing and improving systems.
- Lead the design of an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.

- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc).
- Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee awards and programs.
- Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.
- Investigate cost-effective benefit plans and other fringe benefits for employees and ensure all insurances and benefits are up-to-date.

### Strategic Planning:

- Work as part of the senior leadership team to deliver Batonga's strategic vision including fostering and cultivating stakeholder relationships on city, state, and national levels, international as well as assisting in the development and negotiation of contracts.
- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans.



# Person Specification

The Director, Administration and Finance will bring at least eight years of professional experience, including demonstrable experience of managing the finances and administration of a high-growth organization (preference will be given to non-profit experience). They will have experience creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization.

They will also have the following experience and attributes:

- Bachelor's degree (MA/MBA preferred) in Business, Management, or Finance.
- Excellent people skills, with experience collaborating in a multidisciplinary, diverse, and dynamic team.
- Demonstrated experience in financial management and accounting, ideally in the nonprofit sector – Certified Public Accountant (CPA) /Chartered Accountant (CA) preferred.
- Experience should include legal, audit, compliance, budget, and resource development.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Proven effectiveness leading professionals in finance and accounting.
- Technologically savvy, with an ability to point to examples of having worked with IT staff to develop and implement new processes and systems that increased efficiency in a fast-moving environment.
- Flexible and a self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility, and a commitment to Batonga's mission.
- Knowledge of French is desirable.



# Appointment Process and How to Apply

To apply, please submit a CV and covering letter, detailing how you fulfil the role description and personal specification to <https://candidates.perrettlaver.com/vacancies/> quoting reference **5133**.

The deadline for applications is **9am GMT on Monday 13<sup>th</sup> December**.

The role can be based in Washington DC, USA or Dakar, Senegal and candidates must have the existing right to work. The salary for the role is commensurate with the seniority of the role. Batonga benefits include: access to health insurance, flexible remote work policies, generous PTO policies.

Batonga Foundation is committed to creating a diverse, multicultural, and vibrant team, reflective of our values and the people whom we serve. Batonga provides equal employment, compensation and promotion opportunities to all applicants regardless of age, race, color, ethnicity, genetics, religion, gender identity, gender expression, sexual identity or orientation, disability, marital status, national origin, or any other characteristic as protected by federal, state, or local ordinance or law.

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<http://www.perrettlaver.com/information/privacy/>

## Accessibility Statement

*For a conversation in confidence, please contact Sophie Roland (Research Associate)*

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*If you have comments that would support us to improve access to documentation, or our application processes more generally, please do not hesitate to contact us via [accessibility@perrettlaver.com](mailto:accessibility@perrettlaver.com)*



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