Terms of Reference (Job Description):
Contract Position of Part Time Bookkeeper for ICW Global

Introduction

The International Community of Women Living with HIV (ICW Global) is the only global network run by and for women living with HIV and AIDS. Bringing women together around the common call “Nothing for us, without us!”; ICW Global works to build and strengthen the movement of women living with HIV to undertake advocacy at national, regional and global levels. At its core, ICW is a vibrant grassroots network with over 15,000 members in ICW networks operating in 120 countries and with 9 active regional networks spanning the globe. We envision a world where all women living with HIV live their lives free of gender oppression, realizing and claiming their full rights inclusive of sexual, reproductive, legal, economic and health rights. ICW Global leads in securing and improving the quality of life for women living with HIV through mobilizing, organizing, advocating, mentoring and raising consciousness on the issues that directly impact women’s lives.

ICW Global Purpose:

Our Vision

ICW envisions a world where all women living with HIV live our lives free of gender oppression, realizing and claiming our full rights inclusive of sexual, reproductive, legal, economic and health rights.

Our Mission

We exist to lead efforts towards securing and improving the quality of life for women living with HIV. We do this by mobilizing, organizing, advocating, mentoring and raising consciousness on the issues that directly impact our lives.

Position: ICW Global Bookkeeper

Reports to: Global Director
Note: This position works closely with the Global Advocacy and Regional Staff.

Purpose of the ICW Global Bookkeeper:

The Finance Officer is responsible for maintaining financial, accounting, administrative and personnel services in order to meet legislative requirements and support municipal operations.

Scope of Work (Main functions)

The ICW Global Office Finance Officer is responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operations, as well as preparing all documents for the annual audit.

Responsibilities:

- Administer and monitor the finance system in order to ensure that the finances are maintained in an accurate and timely manner
- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts and processes supplier invoices
- Issue cheques for all accounts due
- Ensure security for all credit cards and verify charges
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Prepare income statements, monthly balance sheet and quarterly reports
- Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all money
- Administer employee files and records in order to ensure accurate payment of benefits and allowances
- Administer the weekly payroll in order to ensure that employees are paid in an accurate and timely manner
- Provide efficient and effective office management
- Enter payroll information into the computerized accounting system
• Calculate source and miscellaneous deductions
• Process pay cheques
• Other tasks as directed by the Global Director

Abilities and Skills required:

• Education and training: University (bachelor or masters) degree in a relevant field (e.g. financial management, accounting).
• Working experience, style and skills:
  At least 5 years of professional experience in accounting and/financial work related to the roles and responsibilities of this position.
  - Good time management skills: Ability to perform well while handling a number of functions simultaneously.
  - Experience in implementation of NGO finances and monitoring
  - Solution and service oriented attitude to work.
  - Strong analytical and problem solving skills.
• Proven ability to plan and organize work.
• Languages:
  - Fluency in English (spoken and written).
  - Spanish and/or French is a plus.
  - Other language(s) would be a plus.
• Computer skills:
  - Excellent skills in the use of standard software packages (MS Office).
  - Strong Experience with Financial Management Systems (eg Quickbooks)
• Communication Skills:
  - Exemplary verbal and written communication skills
  - Ability to establish and maintain positive interpersonal relations.
• Others:
  - Ability to work well as a member of a multi-cultural, inter-disciplinary, multi-lingual, global team.
• Commitment to ICW Global’s mission and values.
  - Demonstrated cultural awareness and sensitivity to the diversity of values, views and approaches to issues relevant to the ICW Global program by stakeholders around the world.
  - Familiarity at the general level with the scope of ICW Global’s programs of standard setting, accreditation, trademark management and political engagement.
  - Ability to represent ICW Global through her work with exemplary personal and professional authority and conduct.
Location: Nairobi, Kenya

Hours: 10 hours per week

July 1st – December 31st with possibility of renewal based on funding and performance.

Women living with HIV and those most affected by HIV of are highly encouraged to apply.

Values of ICW¹:

Our policies are intended to benefit all members regardless of culture, age, religion, sexuality, disability, social or economic status, class and race.

Accountability:

ICW staff, governing bodies and members are accountable for their actions and their use of funds and in fulfilling their legal obligations.

Self Determination and Emancipation:

ICW values the transformative leadership and power of women living with HIV in realizing our rights. We will act in solidarity to create opportunities to attain all our human rights and to maintain these rights. We value peer support, mentoring and capacity building as ways to enable our members to become more self-determined in their lives.

Integrity and Critical Reflection

Our accountability is entrenched in our principles and interwoven in our practices. We will work together united as a global movement, remembering to take the time to reflect critically on our lessons learned both as individuals and as a network.

Feminisms and Gender Equality

¹ From International Strategic Plan 2014 - 2016
We are committed to raising consciousness about gender imbalance and inequalities. We commit to using schools of feminist thought to critic current systems that continue to oppress all women and girls.

**Commitment to Advocacy**

This commitment is founded on the knowledge that advocacy is a potent tool to promote the rights of women living with HIV and to influence and impact policy and programming decisions. Our commitment is focused on ensuring that as women living with HIV we have a voice and meaningful participation in the relevant decision-making and policy-making bodies on issues important to our lives. We are committed to creating alternative spaces for power relations, and remember that we should be setting the agenda.

**Self-Care:**

The core values of ICW is upheld by women who believe that there is nothing for us without us; with this in mind the quality of life and psychological wellbeing of stalwarts and those taking the lead in representative service will be given the desired attention/recognition to ensure self-care and support that enables self-care and other measures that ensures continuum of care and support are enshrined in our values.

Individual self-care is important for women to motivate them and support the work they are doing for other women. ICW supports self-care for women in the advocacy movement and activities.

We value the time and energy that women volunteer to ICW Global. It is of equal importance that we monitor our peers and our selves to ensure we are not over committing ourselves and to maintain a healthy work/life balance.