



Job Description: Finance and Operations Manager

The Luminos Fund is looking for an experienced and dynamic Finance and Operations Manager to contribute to its rapid growth and expansion. The Finance and Operations Manager will oversee the day-to-day financial operations for Luminos in the U.S. and overseas offices. S/he will work closely with the CEO and senior leadership to ensure sound financial planning and operational integrity.

This full-time position will be based in the Luminos office in Boston, MA and will report to the CEO. It will involve a certain amount of international travel to challenging contexts in the developing world.

About the Luminos Fund

The Luminos Fund believes that no child should be denied the chance to learn. Launched in 2016, Luminos was founded to scale up the Second Chance program, an accelerated learning program that enables children who have been kept out of school by conflict or poverty to catch up to grade level and return to learning – all in ten months. We operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped 132,611 children secure a second chance to learn. Luminos was launched with a strategic commitment from the Legatum Foundation in 2016. Since then, a series of premier philanthropic organizations have joined our cause, including UBS Optimus Foundation, Dubai Cares, and Cartier Philanthropy. Luminos has been recognized for its achievements globally, receiving the WISE Award (2017) and the HundrED Education Innovation Award three years in a row.

Duties and Responsibilities

Finance:

- Manage the overall accounting and bookkeeping for the organization including banking and payroll functions, employment related withholdings, taxation, and employee benefits.
- Track revenue and expenditure for all programs, including:
 - Developing and tracking all grant budgets and grant-related financial information to support the management of designated or restricted funding. Produce utilization reports for each restricted grant.
 - Verifying expenditure documentation.
- Manage annual financial audits for the U.S. and Liberia offices.
- Oversee the preparation of the 990 and other 501c3 reporting requirements.
- Develop the annual budget for the Luminos Fund at the global and country program level.
- Process international wire requests and track wires to the final recipients.
- Provide monthly, quarterly, and annual financial reporting and analysis of financial statements, including balance sheet, cash flow, and income/expenditure statements, to the CEO and, as needed, to the board.
- Support CEO and senior leadership in preparing board presentations.

Operations:

- Responsible for legal, HR, and financial compliance in the U.S. and overseas, including in-country registration, accreditation, and tax compliance.
- Plan and support the launch of new country-level operations, including registration of legal entities, and assist with the hiring and training of new staff.



- Provide corporate secretarial support for board meetings, including preparation of meeting notices and agendas, drafting meeting minutes, and board resolutions.
- Review and revise employee handbook, internal controls, and corporate policies covering matters such as conflict of interest, codes of conduct, whistleblower, and other policies.
- Service current grants by producing receipts of funds and maintaining donor-related records.
- Maintain an up-to-date document repository for organization documents including grant agreements, internal policies and procedures, and other operational records.
- Maintain corporate registrations, designations, and licenses with the applicable state and national level agencies.

Qualifications

Required Experience

- 7+ years' experience managing finances in a corporate or non-profit setting with international operations, ideally in low-resourced settings
- Experience reporting on multiple grants, including restricted as well as unrestricted funding
- Advanced skills and experience in QuickBooks, MS Excel, and PowerPoint
- Proficient in non-profit GAAP accounting
- Bachelor's or master's degree in Business or Accounting
- Experience with Salesforce or similar CRM platform

Core Attributes

- Belief in demonstrated passion for the mission, vision, and values of the Luminos Fund
- Impeccable integrity and a can-do attitude
- Natural curiosity and hunger for continuous learning
- Innate sense of responsibility for delivery of quality work, even in adverse circumstance
- Self-motivated with the ability to work independently in challenging international contexts, as required
- Experience working with diverse constituents, teams, and colleagues
- International experience working in the developing world preferred
- Natural affinity for technology
- Readiness to problem solve creatively on a myriad of fronts, often outside regular business hours

To apply for this role, please write to careers@luminosfund.org with a brief cover letter and your CV.

The Luminos Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.