

Independent Diplomat, Inc. (ID) Job Specification

Starting: mid-June or when available

Position: Chief Financial Officer (CFO) of ID, Inc. and global operation

Location: New York City

Reporting to: Carne Ross, Executive Director, Independent Diplomat, Inc.

Deadline for applications: June 27, 2008

Job Purpose

To manage the finances and administration of ID, Inc., as part of a global organization with UK and US accounts. You will help build a global diplomatic service by serving as CFO of a new and vital NGO. ID's mission is to redress the "diplomatic deficit" whereby governments, aspiring nations, political groups, and others are excluded from diplomatic decisions about themselves. ID offers impartial advice and assistance in diplomatic strategy and technique to disadvantaged and inexperienced governments and political groups, focusing in particular on conflict areas and issues under discussion at the UN.

Job Description

50% Financial Management of ID. Establish and manage ID's financial and administrative operations from its New York City headquarters. Set up new (or refine existing) financial controls; control A/P and A/R from world wide clients; develop monthly, quarterly and annual reports to ED and board; work closely with ED, Development Director, and treasurer of the board; ensure compliance with GAAP, with FARA, with IRC 501(c)(3) regulations as well as UK and European regulations where applicable. Oversight of payroll and benefits system. Overall responsibility for setting the budgets for all operations and compliance with them by staff and others. Relations with pro-bono law counsel on administrative, tax-exempt and human resources issues. Management of bank accounts, bank reconciliation, bank transfers control, and instruments of deposit. Admin and financial co-ordination with ID, Ltd., London office.

30% Office Administration, Human Resources, and IT. Responsibilities for the operations of the office, lease arrangements, maintenance, and purchase of new equipment and office supplies. Relations with other sub-tenants and office space requirements. Development and maintenance of employment agreements with staff, consultants, and representatives. Administration of health insurance and future benefits plans. Responsibility for upkeep of ID Staff Manual; setting vacation schedules; work permit applications; and health and safety regulations compliance. Budgeting of hardware and software purchases plus IT maintenance contracts required. Analysis of financial and database software systems and vendors.

20% Planning and Promotion of ID World Wide. The CFO is a member of ID's management team and is expected to join in the weekly Operational Teleconference among all staff and well as other relevant meetings. You have responsibility for planning and budgeting, with all the assembly of information that those functions imply, and a major role in the long-term development and funding plans of the organization. You are expected to provide information to the Development Director for foundation and major donor reports.

There will be full or part time support staff in the financial department. ID, Inc. has pro-bono legal services from Cleary Gottlieb; an accountant; an insurance agent; and a payroll service in place.