

JOB DESCRIPTION

Chief Financial Officer

The Al-Kafaàt Foundation

Reports To: Executive Director / CEO with close monitoring from the Board of Trustees and Treasurer

The Al-Kafaàt Foundation is a non-profit and non-sectarian organization that was founded in 1957, dedicated to empowering people social challenges and special needs through education, vocational training, and comprehensive support services. We are committed to providing life-changing opportunities that enable individuals to realize their potential, achieve independence, and contribute meaningfully to their communities. The Foundation is governed by a Board of Trustees.

The CFO will lead Al-Kafaàt's financial strategy, ensuring the foundation's fiscal health, sustainability, and growth. Reporting to the Executive Director, the CFO will oversee financial planning, budget management, and compliance, aligning financial objectives with our mission. This role requires a strong leader with a passion for non-profit finance and a commitment to social impact, as well as expertise in overseeing complex financial operations in the non-profit sector.

Key Responsibilities:

1. **Financial Strategy & Planning**
 - Develop and execute a financial strategy that aligns with Al-Kafaàt's mission and growth objectives.
 - Lead long-term financial planning, including risk management, capital planning, and sustainability initiatives.
 - Collaborate with senior leadership to ensure alignment of financial goals with programmatic needs.
2. **Budgeting & Financial Management**
 - Oversee the development and management of the organization's annual budget.
 - Monitor all financial operations, including forecasting, cash flow management, and reporting.
 - Ensure accurate and timely preparation of financial statements and reports for the board, executive team, and external stakeholders.
3. **Grants & Fund Management**
 - Manage grant budgeting, reporting, and compliance, working closely with program managers and development staff.
 - Ensure effective tracking of restricted and unrestricted funds.
 - Partner with development staff to support fundraising initiatives and ensure financial alignment with donor requirements.
4. **Accounting & Financial Operations**
 - Oversee the accounting function, including payroll, accounts payable, accounts receivable, and general ledger.
 - Ensure compliance with applicable and local regulations.
 - Manage audits, tax filings, and other financial reviews, maintaining a high standard of accuracy and transparency.
5. **Risk Management & Compliance**
 - Identify and mitigate financial risks, ensuring strong internal controls.
 - Develop and implement policies and procedures for financial management and compliance.
 - Stay current with industry trends, best practices, and regulatory changes impacting non-profit financial management.
6. **Team Leadership & Development**

- Lead, mentor, and develop finance and accounting staff, fostering a collaborative, mission-driven environment.
- Promote a culture of accountability and continuous improvement across the finance team.
- Act as a trusted advisor to the Executive Director, Board of Trustees, and leadership team on all financial matters.

Qualifications:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field; CPA or MBA preferred.
- Minimum of 10 years experience.