



Finance and Administration Officer

Namati: Innovations in Legal Empowerment

About Us

In a world where billions of people live outside the protection of the law, Namati is dedicated to putting the law in people's hands. We're building a global movement of grassroots legal advocates who work with communities to advance justice. These advocates are fighting on the front lines to ensure that people can protect their land, access essential services, and take part in the decisions that govern their lives.

We draw on that grassroots experience to seek large-scale structural changes – we have already achieved policy changes that affect millions of people in multiple countries. And our ambitions don't end at the national level – our global campaign for internationally agreed justice targets has been endorsed by 200 organizations and four former Heads of State.

As we move into our next phase of development we're growing a global team of passionate, results-oriented, and big-hearted advocates. We are united by a common mission and a strong culture. And we have some hefty supporters, including an advisory board with leaders like Amartya Sen, Mo Ibrahim, Fazle Abed, and Madeleine Albright.

We're just beginning. Please consider joining us.

For more information about Namati, please visit www.namati.org/about

About the Position

As Namati's Finance and Administration Officer, you'll help manage and maintain Namati's financial operations. To this end, you'll provide key operational and administrative support to the Director of Finance and Administration by ensuring the careful management and reporting of subgrants, billing accounts, and payments; analyzing and researching financial issues; and helping prepare for an annual audit. You'll also be responsible for tracking procurement across the organization. In short, you'll take charge of keeping Namati's financial and administrative systems efficient and organized. Finally, you'll take responsibility for managing office equipment and supply needs and tackle various IT duties.

Overall you'll be responsible for:

Finance and Operations – 65%

- Collect and manage all records for subgrants, while monitoring and evaluating all financial reports.
- Manage Namati billing accounts and payments, including online account access.
- Log and submit disbursement requests to Accounting Manager.
- Track and manage all procurement organization-wide.
- Coordinate staff benefits and maintain employee files.
- Maintain files on consultants and service providers, keeping contracts and tax documents current.
- Assist in annual audit process and tax filings.

Administration and Office Management – 35%

- Maintain inventory of Namati equipment and office supplies, preparing purchase requests as needed.
- Manage vendor relationships and liaise on issues related to procurement, reporting, and dissemination of information.
- Evaluate and maintain phone and internet systems in Washington, D.C. office.
- Serve as primary point of contact for Namati property.

Here are some tasks you might tackle in a typical week:

- Requesting and documenting an updated subgrant financial report from a Namati Program Director.
- Preparing for Namati's annual spring audit by ensuring that a full, active list of all on-site property is tracked and labeled by current location.
- Developing the monthly institutional budget.
- Reconciling a bank statement with institutional ledger account.
- Submitting a ticket and scheduling an on-site visit with a contractor to determine maintenance needs.
- Making deposits for Namati at the Wells Fargo branch.
- Evaluating an employee request for a new computer.
- Identifying an expiring contract for a consultant.
- Preparing a purchase request for office printing supplies.

About You

You're a college graduate with 2-3 years of experience in finance and/or administration who wants to use your skills and training to help advance justice in the world. Your degree is in an analytical, quantitative field like economics, finance, or business, but you've also developed excellent oral and written communications skills. Your past work gives you some mix of experience in international grant accounting, auditing international development organizations, procurement and grant management,

and budget development. You're highly motivated and have a demonstrated track record of thoroughness and organization. You're a great team player and communicate with clarity and empathy. You're meticulous, never letting a ball drop, and juggle multiple tasks using sound judgment. You're eager to collaborate with colleagues—both in the Washington, D.C. office and across the globe—as part of a mission-driven organization.

Location
Washington, D.C.

Compensation
Commensurate with experience.

To Apply

Please email resume, English language writing sample and cover letter to: employment@namati.org. In your email, please identify where you saw the job posting.

No phone calls, please. Namati is an Equal Opportunity Employer.