

# FIVE ONE LABS

## Full-Time Position

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*Please send all applications to [hr@fiveonelabs.org](mailto:hr@fiveonelabs.org).*

**Organization:** Five One Labs

**Position Title:** Senior Finance and Data Analyst

**Location:** Remote (UK or Europe-based time zones will be prioritized)

**Start Date:** March 1st, 2023

**To Apply:** Please send your **CV and cover letter** to [hr@fiveonelabs.org](mailto:hr@fiveonelabs.org).

### WHO ARE WE?

Five One Labs is an international startup incubator and entrepreneurship ecosystem builder that supports diverse entrepreneurs - particularly displaced and conflict-affected entrepreneurs - in launching scalable, innovative businesses. Since launching in Iraq in the summer of 2017, we have enabled hundreds of incredible individuals to rebuild their livelihoods and thrive through entrepreneurship. We currently operate in 5 cities across Iraq and are at the beginning stages of expanding to other countries. The name "Five One" comes from the 1951 Refugee Convention that gives refugees the right to work.

### Our values are:

- Empathy is the core of our work.
- We identify problems and find solutions.
- We believe in innovation and collaboration.
- All are welcome.

We are looking for a motivated and thoughtful operations expert to strengthen our team, programs, and organization worldwide. Our Finance and Data Analyst will report to the Executive Director and have the opportunity to shape our global presence; work with and learn from a diverse and talented team around the world, and make a positive and lasting impact on diverse entrepreneurs and communities.

### WHO ARE YOU?

The ideal candidate will be passionate about entrepreneurship and innovation and have significant operations experience in diverse contexts. You may have helped grow a startup from the operations side, worked in business or nonprofit finance at a larger firm, or have helped lead a growing social enterprise. Most importantly, you are ready to have fun, work hard, and get your hands dirty. If you are passionate about our mission, embody our values, and have an eye for detail and a love of bigger picture thinking, we would love to hear from you!

**The successful candidate will support Five One Labs with:**

### FINANCE

- Liaise with our finance & accounting teams/ contractors to oversee the general financial management of the organization, including:
  - Monitoring cash flow and projections
  - Overseeing the country finance teams, in partnership with country and organizational leadership
  - Preparing for donor and annual audits

- Developing fundraising and financial management strategies
- Preparing board presentations and financial reports for senior management
- Supporting with building annual budgets for the organization
- Advising on donor proposals

### **Data and Impact**

- **Monitoring & Evaluation Framework Development:**
  - Lead the development and refinement of M&E frameworks, indicators, and methodologies aligned with organizational goals and donor requirements.
  - Design and implement data collection tools, surveys, and other instruments to capture relevant data points for monitoring and evaluation purposes.
- **Data Collection and Management:**
  - Oversee the collection, validation, and entry of data into databases or information management systems.
  - Establish data quality assurance processes and protocols to ensure the accuracy, reliability, and integrity of collected data.
  - Regularly review and update data management systems to streamline processes and improve efficiency.
- **Data Analysis and Reporting:**
  - Provide data-driven recommendations for program improvements and strategic decision-making.
  - Collaborate with program managers, technical specialists, and other stakeholders to integrate M&E activities into project planning, implementation, and evaluation processes.
  - Coordinate with external evaluators, consultants, and partners to facilitate external evaluations, assessments, and reviews as needed.

**Travel:** You should expect to travel around 25% (or more during expansion periods) of your time to Five One Labs' operating locations.

**Work Hours:** Five One Labs' two operating locations are now in Colombia and Iraq, which means that we are looking for flexibility in work hours so that you can meet with different team members across these time zones over the course of the week.

If you have any questions about whether your time zone would be suitable, please send us an email at [hr@fiveonelabs.org](mailto:hr@fiveonelabs.org).

**The Five One Labs team is seeking candidates with the following profile:**

#### Skills and Knowledge

- Graduate degree in finance, data science, or relevant subject preferred; bachelor's degree plus previous experience in operations may substitute;
- 5+ years of finance, accounting and data experience in a startup, nonprofit, management consulting firm, or related entity;
- Great organizational and communication skills;
- Experience in developing and monitoring budgets, (experience with donor-managed projects a plus);
- Strong working knowledge of data analysis and performance metrics;
- Experience developing processes and policies to improve organizational output and team cohesion;
- Fluency in English; knowledge of Spanish or Arabic a plus.

Personal Characteristics

- Strong leadership ability;
- Strong interest in and passion for entrepreneurship
- Problem-solving, “can-do” attitude
- Strong commitment to mission and impact: passionate about entrepreneurship and innovation;
- Willingness to travel to ambiguous and challenging environments;
- Openness to giving and receiving candid feedback;
- Collaborative work ethic; team-oriented and enthusiastic about working with and supporting others;
- Attention to detail, conscientious about accuracy and professional presentation at all times; desire for continuous improvement;

We will prioritize candidates based in the UK, Europe, or similar time zones.

**If you are interested in this position, please send your CV/ resume and a cover letter to [hr@fiveonelabs.org](mailto:hr@fiveonelabs.org).** Note: this is a rolling application process, so apply as soon as possible!

*Five One Labs is an equal opportunity employer and encourages candidates of diverse backgrounds, and of any gender to apply for this position.*