

## Finance & Operations Associate

- 📍 Location: Remote- Nairobi Preferred
- 📅 Start date: 1<sup>st</sup> July 2023
- 🕒 Type: Full-time

### Who we are

Neopenda is dedicated to creating cutting-edge technology solutions that meet the needs of underserved healthcare workers and communities in emerging markets. We know firsthand the challenges of healthcare in low-resource settings. As a team, we leverage technology and user-centered design to create better, more affordable medical devices. Our first product, neoGuard™, is a 4-in-1 wearable vital signs monitor that provides real-time data to healthcare workers.

Neopenda is an early-stage, venture-backed startup. We have launched in Kenya, Uganda, and Ghana, and are scaling our efforts globally. We have a diverse and passionate team, with team members in the US, Kenya, Colombia, Uganda, and Nigeria. We are deeply rooted in our values: sustainability, integrity, equity, inclusivity, humanity, resilience.

Learn more about us online: [www.neopenda.com](http://www.neopenda.com)

### What you'll do

We are looking for a skilled Finance and Operations Associate, a full-time role reporting to the CEO. The role is responsible for managing financial and operational systems, and administration. The primary goal is to ensure the day-to-day business and financial operations of Neopenda run effectively and efficiently. Tasks and responsibilities include:

#### **Internal Operations & Administration (Approximately 30%)**

##### *HR & Administration*

- Plan and coordinate team events and meetings.
- Facilitate and analyze surveys for team members including Bi-Annual eNPS survey.
- Support a variety of HR work streams: hiring plans, hiring processes, onboarding, and offboarding.
- Review and update and training all team members on new and existing policies.
- Maintain staff files, run payroll and benefits.

##### *Internal Operations*

- Manage office supplies, inventory and company assets.
- Prepare content for internal/ external communication: customer, general newsletters and annual reports.
- Prepare meeting agendas, company templates, reports, and high-level presentations.
- Communicate with and prepare for meetings Board Members, donors, and investors
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#### **Business & Finance Operations (Approximately 70%)**

##### *Bookkeeping and Accounting*

- Maintain, manage, and reconcile all transactions in QuickBooks.
- File appropriate company taxes and coordinate with the accountant and advisors.
- Handle reimbursements and staff advances for travel and company expenses.
- Manage grants and all grant reporting.

##### *Finances*

- Refine and maintain a financial model that reflects actuals and projected income/ expenses

- Monitor cash flow, generate monthly, quarterly financial and cashflow reports
- Prepare annual audit materials and budgets and carry out monthly reviews and reporting against actual.
- Prepare and compile all investor reports.

### What we're looking for

- At least a bachelor's Degree in any related field
- At least 3 years of experience working in a similar role
- Administration and basic accounting/Bookkeeping experience
- Experience in Quickbooks and Airtable preferred
- Previous experience working with a start-up
- Strong communication and teamwork skills
- Must be well- organized and be able to act without guidance
- Excitement for building impactful technology

### Why join Neopenda?

- We're a scrappy, inclusive, and authentic team that is rapidly growing.
- You'll be helping pioneer health tech in emerging markets. We've got our sights set on a massive impact on global health.
- You'll have access to our network of global experts within our team, our panel of mentors, and our groups of advisors.
- Your efforts will quickly and directly impact the lives of the vulnerable patients we serve.
- We offer competitive compensation commensurate with the level of experience. We gladly provide benefits to each of our full-time team members. Benefits include company contribution towards health insurance and retirement. Our team also enjoys monthly happy hours and quarterly events.

**If you are interested in this position, please send a CV to [careers@neopenda.com](mailto:careers@neopenda.com).**