



**IBI INTERNATIONAL
VENTURES LLC**

Finance & Advisory | Capital Mobilization | Transaction Structuring

SCOPE OF WORK: FRACTIONAL FINANCE & BACK OFFICE MANAGER

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About Us

Ibi International Ventures LLC ("IBI Ventures") is a U.S.-based financial and strategic advisory firm specializing in transaction advisory, capital mobilization, investment origination, financial structuring, and private capital solutions across Africa and other select emerging markets.

We work with corporations, project sponsors, governments, financial institutions, investors, and entrepreneurs to transform investment opportunities into bankable, investor-ready transactions and mobilize debt, equity, mezzanine, and other forms of capital. Our activities span sectors including infrastructure, energy, mining and critical minerals, transportation, digital infrastructure, financial services, manufacturing, agriculture, and private equity.

At Ibi Ventures, our work is grounded in three core values:

- **Partnership-driven approach:** We build strong, collaborative partnerships that create lasting, shared value.
- **Commitment to development:** We believe in keeping more value on the continent, building sustainable industries, and creating jobs and economic opportunity.
- **Accountability:** Discipline, integrity, and a commitment to delivering on our word underpin everything we do.

We are a founder-led team with deep roots in development finance, private equity, and African markets, drawing on experience across the IFC, the World Bank, management consulting, and community-led development. We are building a lean, high-caliber team of people who are bright, curious, collaborative, and a joy to work alongside.

The Role

We are looking for a **Fractional Finance & Back Office Manager** to build and own the basic financial operating system of the business.

In the near term, that means getting the fundamentals right: setting up our accounting system and chart of accounts, establishing simple processes for invoicing, expenses, payments, time and project tracking, and putting a reliable monthly close process in place.

Once the systems are established, you will own the day-to-day bookkeeping and finance operations and provide the founders with clear, timely visibility into cash, expenses, receivables, payables, and the economics of our client engagements.

You will support two related but distinct entities: Ibi International Ventures, our advisory business, and the Africa Mining Fund, an investment vehicle in formation. For the Fund, the initial need is straightforward entity-level bookkeeping and expense tracking as the structure is established, with clear separation from Ibi's operating expenses. Fund formation, tax, legal, and any specialized fund-accounting matters will be handled with external advisers.

This is a hands-on role in a very small organization. We need someone who can assess what we have, put simple and practical systems in place, avoid unnecessary complexity, keep the books clean, and take ownership of the function with limited supervision.

This is a fractional, hourly independent contractor engagement. You will work directly with our Head of Strategy & Operations, with periodic review from our Founder & CEO, who is a CPA.

What You'll Do

Build a Simple Financial Operating System

- Help select and configure our cloud accounting system and establish a clean chart of accounts for both entities.
- Establish simple systems for tracking time and costs across client projects and internal operations.
- Set up straightforward project-level tracking so we can understand revenue and direct costs by engagement.
- Establish practical workflows for invoicing, accounts payable, expenses, reimbursements, and contractor payments.
- Develop a clear monthly close process and checklist that can be followed consistently.
- Recommend improvements as the business grows, keeping systems appropriately scaled to the size and complexity of the firm.

Client Invoicing & Collections

- Issue client invoices on schedule according to each engagement's terms.
- Maintain a simple accounts receivable aging view showing what is owed, what is overdue, and expected collections.

- Flag unpaid invoices promptly so the team can follow up before they become a problem.
- Provide basic project-level revenue and cost information to support engagement management.

Payments, Expenses & Reimbursements

- Prepare contractor, team, vendor, and other payments for approval and release.
- Initiate approved payments and wires through the firm's banking and payment systems, subject to designated approval controls.
- Set up and manage a straightforward travel and expense reimbursement process.
- Reconcile corporate card spend and non-card expenses and ensure transactions are properly documented and coded.
- Track and flag payments or reimbursements at risk of running late.
- Pay contractors and team members in the U.S. and internationally. Collect payment details and tax forms, prepare payments for approval, and manage cross-border transfers, currency conversion and fees.
- Administer payroll for W-2 employees through a payroll provider and coordinate filings with our tax advisers.

Bookkeeping & Monthly Close

- Reconcile bank and credit card accounts monthly.
- Categorize transactions and maintain a clean, accurate chart of accounts.
- Review transactions for unusual, missing, or unclear items and flag questions proactively.
- Maintain accurate books for both Ibi and the Africa Mining Fund, with clear separation of entity-specific expenses.
- Prepare monthly financial statements, including P&L and balance sheet, for internal review.
- Provide basic visibility into cash, accounts receivable, accounts payable, and project-level revenue and costs.
- Maintain payroll records and reconcile payroll to the books.

Compliance & Recordkeeping

- Maintain organized, well-supported financial records for both entities.
- Collect W-9s (U.S.) and W-8BENs (non-U.S.), support 1099 preparation, and flag where withholding may apply for our tax advisers.
- Coordinate with external tax and legal advisers as needed and flag potential compliance issues rather than waiting to be asked.
- Maintain records in a way that can withstand appropriate external review.

- Note, access is scoped to the systems and records needed for day-to-day bookkeeping and finance operations. Certain records, including anything maintained in a secured data room or on non-cloud systems, fall outside this engagement.

Build and Improve the System

- Identify gaps or inefficiencies in our financial processes and recommend practical improvements.
- Help establish simple policies and workflows that the team can actually follow.
- As the business grows, adapt the accounting and reporting processes to support increased transaction volume and complexity without adding unnecessary administrative burden.

What You Bring

- **3+ years of bookkeeping experience**, ideally with experience independently managing the books for a small business or organization.
- **Strong QuickBooks Online or comparable cloud accounting experience**, including reconciliations, chart of accounts, financial statements, and month-end close.
- **Experience building or improving bookkeeping processes**, not just maintaining an established system.
- **Familiarity with U.S. small-business accounting and compliance basics**, including W-9s and 1099s. Experience coordinating with CPAs or tax advisers is a plus.
- **Experience paying contractors or staff across borders**, including non-U.S. tax documentation.
- **Comfort with project or job-cost accounting**, including tracking revenue and expenses by client engagement.
- **Proactive and resourceful**: able to identify problems, figure out practical solutions, and move work forward without waiting for step-by-step instructions.
- **Highly organized and detail-oriented**, with strong follow-through and a commitment to maintaining accurate, well-supported records.
- **Comfortable working independently** in a small, early-stage organization where processes are still being built.
- **Discreet and trustworthy**, with sound judgment when handling sensitive financial, compensation, and company information.
- **Certified**: QuickBooks ProAdvisor certification or a recognized bookkeeping credential (NACPB or AIPB)

Nice to Have

- Experience with contractor payment, expense management, or corporate card platforms.

- Experience supporting multiple legal entities.
- Experience with project-based professional services, consulting, or advisory businesses.
- Experience establishing time-tracking and project-level financial reporting.
- Experience working with an investment fund, private equity firm, or other investment vehicle.
- Familiarity with international businesses or multi-currency transactions.

Hiring Process

- **Initial conversation:** With our Head of Strategy & Operations to discuss the role, our current setup, and your experience.
- **Professional references:** Two references, ideally from clients or employers you have supported on an ongoing basis. We will ask specifically about reliability, proactive problem-solving, accuracy, and how well the books held up at year-end.
- **Paid trial project:** A short exercise involving reconciliation and review of a sample month of transactions, reviewed by our Founder & CEO, who is a CPA.
- **Engagement start:** If the trial goes well, we will begin with an agreed number of hours and revisit the workload after 60–90 days.

First 30 days

During the first 30 days, you will:

- Review our existing financial records, accounts, contracts, and processes and identify gaps or issues that need to be addressed.
- Help select and configure the accounting software and establish the chart of accounts for both entities.
- Establish simple systems for entity, project, time, and expense tracking.
- Set up practical workflows for invoicing, payments, reimbursements, and contractor payments.
- Coordinate with us on connecting business bank accounts, cards, payment systems, and other relevant platforms.
- Confirm and configure dual-approval (maker-checker) settings on all bank, card, and payment platforms, so no payment can be released without separate approval.
- Establish a monthly close process and written checklist.
- Introduce the team to the basic processes for submitting time, expenses, and supporting documentation.
- Produce the first monthly financial reporting package and identify any adjustments needed to make the process reliable and repeatable.

The goal is to have the core financial systems and recurring processes **up and running within the first 30 days**, with refinements continuing as we begin using them in practice.

Ways of Working

Day to day: You'll report to Jenny Malseed, our Head of Strategy & Operations, for direction, questions, and a regular check-in, likely weekly or biweekly at the start.

Periodic review: Alphonse Kouagou, our Founder & CEO and a CPA, will review the books monthly for the first two closes, then quarterly once the process is stable. These are bounded reviews of headline financials and controls, not a re-audit of your work.

Communication: Asynchronous by default. We're a small, distributed team, and we care more about reliable work and communication than being online at a particular hour.

Payment controls: Prepare and queue payments and wires through the firm's banking and payment systems, for approval and release by a designated approver. This role will not have unilateral release authority on any account.

Compensation

\$50–\$65 per hour, depending on experience, under an independent contractor arrangement.

We anticipate approximately 8–12 hours per month once the initial systems are established. Initial setup and onboarding may require additional hours, which will be agreed in advance. Actual hours will depend on transaction volume and business needs, and we will revisit the expected workload after 60–90 days.

Reports to: Head of Strategy & Operations, with periodic review from Founder & CEO

Location: Remote; U.S.-based preferred.

To Apply: If this sounds like a fit, please send a CV and two professional references to jmalseed@ibiventures.com