Coalition for Academic Freedom in the Americas (CAFA)
Job description for the administrative and financial assistant

1. Introduction and Context

The Coalition for Academic Freedom in the Americas (CAFA) works to advance academic freedom and university autonomy across the Americas. To ensure smooth internal operations, CAFA is seeking an Administrative and Financial Assistant who will support the organization's internal coherence, financial accuracy, and operational efficiency.

2. Purpose of the Role

The Administrative and Financial Assistant is responsible for ensuring that CAFA's administrative and financial operations run efficiently and reliably, in liaison with staff from our host institution, UDEM (University of Monterrey). Working under the guidance and supervision of CAFA's Executive Director, the Assistant will maintain accurate financial records, support expense tracking and budgeting, and oversee core administrative systems that underpin CAFA's work.

3. Key Responsibilities

A. Finance (approx. 10 hours/week)

- Maintain accurate and up-to-date financial records in CAFA's budget tracking systems.
- Enter, categorize and reconcile expenses regularly, ensuring accuracy and timely accounting.
- Support the preparation of financial reports for the Executive Director and for internal or donor purposes.
- Coordinate monthly finance meetings with UDEM personnel: prepare agendas, compile supporting documents, help troubleshoot financial processes, and follow up on next steps.
- Oversee proper documentation for expenditures, reimbursements and service provider payments.
- Support CAFA's auditing processes
- Support a smooth transition of CAFA to having its own legal entity

B. Administration (approx. 10 hours/week)

- Organize, schedule and document internal meetings, including drafting agendas and taking minutes.
- Maintain and regularly update CAFA's membership lists, contacts database and institutional directories.
- Ensure CAFA shared files and digital folders are systematically organized, updated and aligned with institutional memory practices.
- Support the approval process of new service providers through UDEM, ensuring all documents and steps are properly completed in a timely manner.
- Support logistics for online and in-person events (limited to administrative tasks such as preparing participant lists, managing registration forms, tracking confirmations, and maintaining documentation).
- Oversee and fill out CAFA's MEL system

4. Required Qualifications

Education & Experience

- Technical degree or university studies in administration, finance, accounting, business management, public administration or related fields.
- At least 2–3 years of experience in administrative and/or financial assistant roles.
- Proven ability to manage budgets, enter and track expenses, and support financial reporting.
- Experience working with nonprofits, academic institutions, international organizations, or human rights organizations is an asset.

Skills

- Strong organizational and time-management skills.
- Excellent attention to detail and ability to maintain accurate records.
- Proficiency in Excel or Google Sheets (required); familiarity with budgeting tools is a plus.
- Strong interpersonal skills and ability to work in multicultural and multilingual environments.
- Ability to work remotely in an accountable manner.
- Ability to maintain confidentiality and handle sensitive information with discretion.

5. Languages

- Proficiency in Spanish and English.
- Portuguese is an asset.

6. Contract Conditions

- Part-time position: 20 hours/week
- Remote or hybrid, depending on the selected candidate's location
- Remuneration: USD 900 on a consultancy fixed term contract