

ACCOUNTING & FINANCE MANAGER

at the Sustainable Fibre Alliance (SFA) Mongolia



Ulaanbaatar, Mongolia

OVERVIEW

Post Title: Accounting & Finance Manager

Organisation: Sustainable Fibre Alliance (SFA) Mongolia

Location: Ulaanbaatar, Mongolia

Employment Type: Full-Time

Date Issued: 3 March 2026

Start Date: ASAP

Reports To: Finance Manager (UK HQ) and Mongolia Country Coordinator

JOB CONTEXT

The Sustainable Fibre Alliance (SFA) is a non-profit international organisation working with the extended cashmere supply chain, from herders to retailers, to promote a global sustainability standard for cashmere. Our vision is a future where cashmere is produced in a way that minimises environmental impact, safeguards herder livelihoods and meets high welfare standards.

Founded in 2015, we are a standards-holding and capacity-building organisation with offices in both the UK and Mongolia. Our SFA Animal Fibre Standard represents the world's first holistic, evidence-based sustainability standard for cashmere that is both global in focus and locally adaptable.

We manage multiple projects, focusing on impactful, community-driven initiatives. Due to continued growth, we are seeking a skilled and experienced Finance Manager to oversee the financial operations of the SFA Mongolia office and our diverse, multi-year projects with immediate start.

JOB SUMMARY

The Accounting and Finance Manager will ensure robust financial management, compliance, and strategic support for SFA Mongolia's operations and projects. The role requires expertise in managing finances for multinational, multi-year projects and strong English proficiency for effective communication with local and international stakeholders.

KEY RESPONSIBILITIES

Financial Management:

- Manage budgeting, forecasting, and financial reporting for multiple projects.
- Prepare timely financial reports for stakeholders, board members, and donors.
- Manage daily finance operations, including journals, bank reconciliations, payroll, fixed assets, accounts receivable/payable, and financial software use.
- Ensure accurate reconciliation and submission of financial statements, tax reports, and social insurance contributions per local laws.
- Act as the primary contact for invoicing, bill payments, receipts, and budgets.
- Maintain proper financial record filing and storage systems.

Compliance:

- Ensure adherence to international financial regulations, donor requirements, and local standards.

- Support internal/external audits and address findings.
- Stay updated on financial regulations to ensure compliance.

Financial Analysis:

- Conduct financial analysis and forecasting to support strategic decisions and resource allocation.
- Provide insights to enhance project financial performance and sustainability.
- Monitor project expenditures and advise on financial implications.

Policy Development:

- Develop and implement financial policies, procedures, and internal controls to improve efficiency and reduce risks.
- Train staff on financial policies and best practices.

QUALIFICATIONS/EDUCATION

- Professional certification (e.g., CIMA, ACCA, CPA or equivalents).
- Minimum 5 years of accounting experience, including reporting on multi-period projects.

SKILLS

Essential:

- Advanced Excel proficiency.
- Hands-on experience in budgeting, forecasting, and financial
- Hands-on experience of producing management accounts from initial purchase/sales invoice to final accounts, including accruals and prepayments.
- Proficiency in financial software (e.g., QuickBooks).
- Strong analytical skills.
- Familiarity with multiple currencies and foreign exchange management.
- Excellent written and verbal English for global stakeholder communication.
- Ability to work independently and collaboratively in a flexible environment.
- Knowledge of Statutory requirements in Mongolia
- Experience of statutory reporting in Mongolia

Preferred:

- Reporting for non-profits or international development projects.
- Knowledge of donor-funded project compliance (e.g., USAID, EU, UN agencies).
- Experience with non-profit financial management and grant reporting.
- Excellent written and verbal English for global stakeholder communication.
- Ability to work independently and collaboratively in a flexible environment.

PERSONAL ATTRIBUTES

- Personable and supportive team skills.
- Detail-oriented with a focus on accuracy and transparency.
- Strong organisational skills for managing multiple projects and deadlines.
- Proactive problem-solver committed to improving financial processes.

WORKING CONDITIONS

- Occasional travel to project sites for financial oversight or audits.
- Flexible hours to accommodate international time zones.



HOW TO APPLY

Submit your resume and a cover letter highlighting your experience managing finances for large, multi-year projects and English proficiency to admin@sustainablefibre.mn.

Deadline: **ASAP**

SFA is an equal opportunity employer encouraging applications from all qualified candidates. Only shortlisted candidates will be contacted for interviews.

CONTACT US

- **Address:** 23, Grand Office, Olympic Street, 1 Khoroo, Sukhbaatar District, Ulaanbaatar, Mongolia
- **Website:** sustainablefibre.mn, sustainablefibre.org
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