



Position Vacancy

Finance and Administration Director

Department: *Global Programs, Liberia Field Office*

Position Reports To: *Chief of Party*

Position Supervised: *TBD*

Location: *Monrovia, Liberia*

Overview:

Jhpiego seeks a Finance and Administration Director to provide financial and administrative management for an upcoming USAID-funded Health System Strengthening project. The project will operate over a five-year period.

The Director will provide financial and administrative management, overseeing all financial, contractual, information technology, human resources, and procurement aspects for the upcoming project. S/he will ensure that the financial reports are compatible with standard accounting practices and follow Jhpiego and USAID rules and regulations.

This position is contingent upon award from USAID. ***Liberian nationals are strongly encouraged to apply.***

Responsibilities:

- Ensure accurate financial, contractual and administrative reporting of the project compliant with Jhpiego and USAID's rules and regulations, and terms and conditions of the award
- Oversee day-to-day coordination of financial activities ensuring cost efficiency
- Maintain and administer an on-site financial accounting and bookkeeping system (QuickBooks) required to assure the integrity and effective performance of financial operations and prepare monthly reports
- Manage all sub-grants, ensuring compliance and reporting of sub-awardee, and building their capacity as needed
- Ensure that Jhpiego human resources and administrative procedures are in place for project

- Oversee project's day-to-day cash needs, payments, procurement, contracts, sub-grants, reviewing/processing invoices, district office start-up, operation systems, policies and procedures, consultant payments
- Provide guidance to project team members regarding the financial requirements of the project and office operations in compliance with USAID, Johns Hopkins University, and Jhpiego procedures and policies
- Lead the development, monitoring, and review of project budgets; review monthly financial analysis and budget vs. expense reports to determine reasonableness of variances and take appropriate actions, as required
- Provide guidance, monitoring and support to project team, including procurement for goods and services, logistical support for local and international travel (including expense reports) for staff and consultants, contracts development and management and maintenance of office inventory
- Facilitate the work of external audits and ensure that financial records are properly maintained and readily available during audits
- Direct and oversee the monitoring and annual auditing of cost-share requirements, tracking and reporting
- Contribute to developing work plans and annual budgets for project activities and local office costs
- Ensure that USAID resources are appropriately directed to project priorities and are in line with project work plans
- Provide financial reports, including pipeline analysis, quarterly project reports, as requested by the donor
- Mentor, support, supervise and manage a team of highly qualified staff and align their efforts in concert with project goals to ensure rapid and sustainable results
- Ensure that Jhpiego human resources and administrative procedures are in place for the project and staff are in compliance. These include time keeping, tracking of leave, sick days, absence, personnel employment records, and other human resources actions

Qualifications:

- Master's degree in Business Administration, Public Administration, Finance, Accounting or relevant field and eight years of finance and administrative experience
- At least eight years of experience with financial analysis, financial reporting, cash flow analysis, budget development and forecasting, preferably on international health projects
- At least eight years providing financial planning and management, human resources and procurement for projects in Liberia or in the West and Central Africa region
- At least eight or more years of senior-level work experience with USAID or other donor-funded projects
- Previous direct supervisory experience of professional and support staff
- Knowledge of USG cost principles, including USAID regulations, GAAP accounting rules and grants contract management

- Demonstrated experience organizing resources and establishing priorities
- Subcontract or subagreement financial management experience
- Knowledge of financing mechanisms - contracts and grants and their relevant terms and conditions
- Experience developing and/or implementing finance and accounting policies, procedures and systems
- Excellent verbal, written, interpersonal, and presentation skills in English
- Experience hiring and supervising personnel
- Excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships with USAID, host-country counterparts and representatives from other key stakeholders such as NGOs, CSOs, and the private sector
- Excellent skills in facilitation, team building, and coordination
- Ability to coach, mentor and develop financial and administrative capacity of project staff
- In depth knowledge financial software applications, databases and spreadsheets, including QuickBooks Enterprise, and Microsoft Office
- Ability to travel nationally and internationally

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Applicants must submit a single document for upload to include: cover letter, resume, references, and salary history. The due date for submission is May 18, 2018.

Note: The successful candidate selected for this position will be subject to a pre-employment background investigation.

Jhpiego is an Affirmative Action/Equal Opportunity Employer