

FHI 360 is a global development organization, with a rigorous, evidence-based approach to human development. Our team of professionals includes experts in health, nutrition, education, economic development, civil society, environment and research. FHI 360 operates from 70 offices with 4,400 employees in the United States and around the world. Our commitment to partnerships at all levels and our multi-disciplinary approach allows us to have a lasting impact on the people, communities and countries we serve by improving the lives of millions of them. We are currently seeking qualified candidates for the position of Finance Manager for health project funded by the National Institutes of Health (NIH), Division of Clinical Research (DCR). This position will be based in Monrovia, Liberia.

### **Job Summary:**

The Finance Manager will support FHI 360 in the management of the NIH in health financial management in Support of DCR Special Project in Liberia. The activity will focus on improving research, testing and treatment for infectious diseases. The Finance Manager will be responsible for understanding all applicable Liberian laws and regulations that the Service Center needs to adhere to. Responsible for preparing all financial disbursements and transaction paperwork. The Finance Manager will establish and maintain sound financial management practices, and ensure the Center's compliance with FHI 360 and NIAID procedures, rules and regulations. The position will report to the Director of Center.

### **Key Roles/Responsibilities:**

- Provide oversight of financial management, monitoring, and reporting for all project tasks.
- Assists with monitoring budgets, analyzing budgets and expenditure data, and produces monthly and ad-hoc financial reports for projects.
- Establish and maintain sound and transparent accounting and fiscal control procedures for financial and operations aspects of center;
- Ensure compliance with all FHI 360 and NIAID financial regulations, preparing and delivering all NIAID required audit reports, and ensuring that audit findings and recommendations are properly addressed.
- Works and assist management with preparing, monitoring, tracking, forecasting, obligations and expenditures against budgets;
- Advise management leadership regularly on financial and operations-related matters;
- Interprets and provides explanation for discrepancies and variations in data.
- Prepare and submit country cash requests and journal entries to HQ.
- Assists with internal and external audit requests.
- Determines service impacts and analyzes the regulatory environment to makes recommendations on best practices.
- Performs other duties as assigned.

## Qualifications:

Requirements for the following knowledge, skills, and abilities:

- Advanced degree in business administration, finance, accounting, international development, or a related field
- At least five years of experience working in or with the NGO sector, especially in financial management
- Demonstrated ability to create and maintain effective working relations with NGO partners, community-based organizations and international donor agencies
- Solid experience using accounting software
- Extensive knowledge of accounting principles and U.S. rules and regulations is strongly preferred.
- Must be able to read, write and speak fluent English.
- Prior work experience in a non-governmental organization (NGO).
- Only nationals are allowed to apply
- **Resume submission: Interested candidates should submit their resume and cover letter to David Gak at [dgak@fh360.org](mailto:dgak@fh360.org)**