



I. Post Information

Job Title: **Director Administration and Finance**
Supervisor Title/ Level: **Country Director**
Organizational Unit: **Administration/ Finance**
Location: **Bujumbura**

II. Organizational Context and Purpose for the job

Project Description

ICAP, a program of the Mailman School of Public Health at Columbia University in New York City, is supporting the Ministry of Health of Burundi to rapidly expand comprehensive HIV/AIDS services and reduce HIV/AIDS related morbidity and mortality in Burundi, via provision of technical support.

Job Purpose:

Reporting directly to the Country Director and Chief Financial Officer, the Director of Administration and Finance will oversee all finance and administration functions of ICAP in Burundi, including budget development and tracking, financial management and reporting, subcontracts, procurement, and office management. S/he will build and supervise a strong administration and finance team.

III. Key functions, accountabilities and related duties/tasks

Major duties and Responsibilities

- Develop, manage and regularly review ICAP finance and administration procedures to ensure efficiency and compliance to Columbia University/funder rules and regulations; serve as the primary custodian of all financial transactions; establish and manage financial systems to ensure transparency, accountability and accuracy of all financial data; establish and maintain financial procedures, ensuring adequate segregation of duties are maintained
- Develop and monitor budgets across multiple grants, in accordance with pre-established ICAP, Columbia University and donor guidelines; prepare forecasts of programmatic and operational costs, ensuring the availability of funds to meet financial needs; ensure that advances are reconciled in accordance with procedures and required deadlines
- Establish and maintain solid professional relationships with vendors, ensuring that all payments are made timely, and that products and services are delivered in accordance with established standards; ensure that ICAP meets donor financial and administrative

requirements, and apply fiscal controls and compliance procedures

- Conduct periodic pipeline and burn rate analyses, audits of actual expenses and budget-to-actual comparisons; present relevant reports to internal and external audiences to facilitate financial and programmatic planning and monitoring
- Perform periodic training for staff and partners in financial systems and policies
- Ensure that Advances are reconciled in accordance with procedures and required deadlines
- Serve as lead Finance liaison to ICAP headquarters in New York, to ensure that all administrative and financial obligations of the program are routinely met; serve as lead liaison with national tax authorities to ensure that ICAP in-country adheres to taxation requirements and receives taxation relief
- Establish/maintain banking relationships, ensuring transactions are processed timely, accurately, and adequate balances are maintained; ensure timely financial reporting
- Supervise sub agreement development and management process, including negotiation of contracts, development of budgets and provision of technical assistance to sub grantees, in close coordination with the ICAP-New York sub award team, to ensure effective management of funds and financial reporting
- Oversee procurement of office and program-related equipment, ensuring adherence to all donor, Columbia University and national regulations; maintain appropriate inventory of supplies and equipment, taking special care to ensure that all items are adequately documented, and costs are appropriately chronicled; ensure that bid analysis is done and filed as part of the supporting documents for all purchases
- Ensure effective and smooth office operations, including security and transportation management of a fleet of vehicles; review the logs of vehicles maintenance; fuel usage logs; review the property log at least once a quarter; ensure that insurance policies are updated when new items are bought
- In consultation with the Country Director, liaise with in-country legal counsel and coordinate legal matters with ICAP-New York
- Performs other related duties as directed

IV. Impact of Results

Qualifications/Professional Requirements

- Bachelor's degree in business administration, finance, accounting or related field required.
- Master's degree preferred.
- 10 years of relevant work experience with a minimum of 5 years work experience at an international NGO

Experience, Skills & Minimum Required Qualifications

- Demonstrated experience analyzing and interpreting financial data.
- Sound knowledge of accounting principles and techniques required; experience with accounting software, such as QuickBooks, is a plus.
- Experience working with international donors required and experience specifically with US government donor agencies and familiarity with USG rules and regulations strongly preferred.
- Strong supervisory and management skills and demonstrated experience in the supervision of finance and administrative staff
- Demonstrated experience working independently with minimal supervision, reliably establishing priorities and meeting deadlines
- Advanced ability to use Word and PowerPoint to develop presentations and Excel to develop moderately complex spreadsheets

- Capacity to analyze financial data and program situations and develop innovative approaches as needed
- French fluency and English proficiency required
- Ability and commitment to adhere to strict professional and HIV/AIDS confidentiality regulations.

Travel Requirements

- Frequent travel to field sites, and possible international travel, is required