

**ICAP at COLUMBIA UNIVERSITY  
POSITION DESCRIPTION**

<b>Job Title:</b>	Director of Administration and Finance
<b>Reports To (Title):</b>	Country Director and Chief Financial Officer

**POSITION SUMMARY**

Reporting to the Country Director and Chief Financial Officer, the *Director of Administration and Finance* will oversee all finance and administration functions of ICAP in-country, including budget development and tracking, financial management and reporting, subcontracts, procurement, human resources and office management. Builds and supervises a strong administration and finance team.

**MAJOR ACCOUNTABILITIES**

- 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
- Serve as lead 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; review the property log at least once a quarter; ensure that insurance policies are updated when new items are bought
- Serve as lead liaison with in-country legal counsel and coordinate legal matters with ICAP-New York; ensure effective establishment and implementation of ICAP systems for recruitment, orientation and on-going performance management for all staff; manage complex human resource matters including grievances, discipline, terminations, staff reductions, severance and rewards
- Facilitate decision making on human resources matters (including organizational design and development, staffing, change management, position classification, compensation, supervision, performance management, and conflict resolution)
- Ensure that monthly payroll reconciliations are done, approved and filed
- Performs other related duties as directed

### **EDUCATION**

- Bachelor's degree in business administration, finance, accounting or related field required
- Master's degree preferred

### **EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS**

- Minimum ten (10) years of relevant work experience with at least seven (7) years of work experience at an international NGO
- 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; 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 proficiency in Word and PowerPoint to develop presentations and Excel to develop moderately complex spreadsheets
- English proficiency required

### **TRAVEL REQUIREMENTS**

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