

Director of Administration and Finance

Position Summary:

The Director of Administration and Finance will support the administrative, financial, and operational requirements of the organization.

Major Accountabilities:

The Director of Administration and Finance will work closely with the project's Principal Investigators and with other relevant ICAP and Columbia University staff to ensure that all matters related to financial and fiscal management, human resources, procurement, financial reporting, and compliance are addressed in an efficient and thorough manner.

The Director of Administration and Finance will assume the following responsibilities:

- Provide leadership and appropriate attention to all administrative and operational aspects of the award
- Oversee the development and submission of annual program budgets as well as budget amendments, revisions, and carryover requests
- Ensure active and regular monitoring and analysis of budget to actuals, forecasts, pipeline analyses, and other quantitative and qualitative analyses, as needed
- Serve as a leadership-level link within ICAP to the Principal Investigator, the University Sponsored Projects Administration and Finance offices, the CDC Project Officer, and CDC PGO representatives to address issues related to ICAP budget submissions, financial reporting requirements, audits, and necessary prior approvals
- Ensure the smooth management of all human resource-related requirements associated with the project award, including the efficient engagement of new hires and consultants and notification of changes to key personnel, if required
- Ensure the efficient execution and monitoring of sub-agreements
- Ensure compliance with all budgetary reporting requirements.
- Ensure that all levels of risk the organization may be exposed to are identified and measures put in place to reduce this exposure and mitigate their effects
- Direct the management and execution of human resource functions as per the Standard Operating Procedures and in compliance with local labor regulations to ensure that the best caliber personnel are recruited, developed, and retained.

Education:

- A Graduate degree in Finance or Accounting and CPA/ACCA, public administration, or management required.

Experience, Skills, and Minimum Qualifications:

- At least 5 years of experience managing complex domestic or international public health projects, either at the headquarters of an international organization or in a developing country
- At least 5 years of experience working within the PEPFAR operating environment
- At least 5 years of experience working directly with and administering USG agency grants, cooperative agreements, and contracts and a deep knowledge of federal appropriations law and USG rule and regulations
- Excellent communication, writing, and quantitative skills, including the development of objectives, operational plans, and measurable targets for public health programs and projects
- Ability to establish and maintain effective working relationships with donors, implementing partners, and other stakeholders
- Ability to manage multiple priorities and projects