**Director of Administration and Finance**

**Position Summary:**

Reporting to the Country Representative and Chief Financial Officer, the Director of Administration and Finance will oversee all finance and administration functions of ICAP in Ukraine including budget development and tracking, financial management and reporting, subcontracts, procurement, and office management.

**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.
* Coordinate with Security Specialist to ensure that all financial and operations activities run smoothly in the context of operating in an active conflict zone.
* 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 in a timely manner 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 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; 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 Representative, liaise with in-country legal counsel and coordinate legal matters with ICAP New York
* Ensure that monthly payroll reconciliations are completed, approved, and filed
* Performs other related duties as directed

**Education:**

* Bachelor’s degree in finance, accounting or related field required
* Master’s degree preferred

**Experience, Skills, and Minimum 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
* Demonstrated experience working in active conflict zone
* 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