

**ICAP at COLUMBIA UNIVERSITY  
JOB DESCRIPTION**

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| <b>Job Title:</b>          | Director of Finance and Administration |
| <b>Reports To (Title):</b> | Country Director, ICAP in Mozambique   |
| <b>Incumbent:</b>          | TBD                                    |
| <b>Location:</b>           | Maputo, Mozambique                     |
| <b>Date:</b>               | December 2024                          |

**POSITION SUMMARY**

Reporting to the Country Director of ICAP in Mozambique, the *Director of Finance and Administration* (DAF) oversees all finance and administration functions of ICAP in Mozambique, including budget development and tracking, financial management and reporting, compliance, subcontracts, procurement and office management. The DAF builds, maintains and supervises a strong administrative 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 and fidelity between program work plans and budgets; ensure that advances are reconciled in accordance with procedures and required deadlines
- Work closely with Leadership Group members to jointly track spending as it relates to work plan progress to ensure program implementation and financial expenditure are linked
- Develop and implement systems to establish efficient and effective methods for expense forecasting based on approved work plans, development of costed work plans, account spend down, regular budget tracking, and re-budgeting as required
- Conduct monthly 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, monitoring, and budget re-alignment as needed
- Identify operations and systems strengthening opportunities for implementation at country level.
- Train ICAP staff at central and provincial levels in established and new systems and periodically provide training for partners and sub-awardees in financial systems and policies
- Perform frequent site visits to supported provinces to monitor capacity of administrative and financial staff and identify and troubleshoot internal gaps/challenges.
- Serve as lead financial and operations 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 Mozambique adheres to

- taxation requirements and receives taxation relief
- 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
  - Establish/maintain banking relationships, ensuring transactions are processed timely, accurately, and adequate balances are maintained; ensure timely financial reporting
  - In coordination with the Program Director, supervise sub agreement development and management process, including negotiation of contracts, development of budgets and provision of technical assistance to sub grantees, and review of quarterly financial and program reports in close coordination with the ICAP-New York sub award team and in-country program focal points, to ensure effective management of funds and financial reporting
  - Supervise the Ops leadership to oversee procurement of office and program-related equipment, ensuring adherence to all donor, Columbia University and local Mozambican 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 purchased
  - Liaise regularly with ICAP New York Headquarters Financial Unit counterparts to determine in-country training needs, strengthen financial systems, and facilitate communication between program and financial units to ensure funds are available to meet program need
  - In collaboration with the HR associate director, serve and co-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 resource 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
  - Lead the PEPFAR Expenditure Analysis process including development of systems to capture required data and completion of ICAP input template to accurately reflect expenses at the sub-national, national, and international levels
  - 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**

## Director of Finance and Administration, ICAP in Mozambique 2024

- Minimum ten (10) years of relevant work experience with at least seven (7) years of work experience at an international NGO
- Demonstrated experience analysing 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 (USG) 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
- Fluency in English and a high degree of proficiency in Portuguese is required

### **TRAVEL REQUIREMENTS**

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