

ICAP at COLUMBIA UNIVERSITY
POSITION DESCRIPTION

Job Title:	Director of Administration and Finance
Reports To (Title):	Country Director and Chief Financial Officer at ICAP Headquarters Office

POSITION SUMMARY

Reporting to the Country Director and the Chief Financial Officer at ICAP Headquarters, the *Director of Administration and Finance* will lead the finance and administration team and oversee all finance and administration functions of ICAP in Myanmar, and ensure budget planning, development, management and monitoring, financial management and reporting, human resources development and management, administrative and contractual operations systems are in accordance with ICAP and the CDC finance and administrative requirements. Builds and supervises a strong administration and finance team.

MAJOR ACCOUNTABILITIES

Overall Management

- Lead and guide the finance and administration team in development of timely and high quality budget and expenditure analysis reports, support country team in annual progress reports to donors, Ministry counterparts and ICAP headquarters
- Lead, oversee and coordinate the finance and administration team in annual planning and budgeting process according to ICAP and donor requirements
- Develop, manage and regularly review ICAP finance and administration procedures to ensure efficiency and compliance to Columbia University/funder rules and regulations, local policies and laws;
- In collaboration with Country Director and Technical Directors, lead in development, management and monitoring of country program budget annually in accordance with donor's guidance
- 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; serve as lead liaison to local legal counsel, legislative as well as local labor office
- Support Country Director in establishing and maintaining excellent working relationships with relevant Ministerial authorities in the aspect of administrative negotiations such as organization's registration, renewal of Memorandum of Understanding, travel authorizations and importation permits;
- Support Country Director in relations with the donors in the aspect of administration and financial relations

Financial Management

- Serve as the primary custodian of all financial interactions;
- Lead finance team to 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

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- Develop and monitor budgets across multiple grants, in accordance with pre-established ICAP, Columbia University and donor guidelines ensuring the availability of funds to meet financial needs;
- Establish and maintain solid professional relationships with vendors, and lead the finance and administration team to ensure 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 analysis reports to Country Director, program technical and operation support teams to facilitate financial and programmatic planning, monitoring and corrective actions as necessary
- Lead and ensure in establishing/maintaining banking relationships and support finance team in 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

Logistic and Administrative Management

- Oversee procurement of office and program-related equipment, ensuring adherence to all donor, Columbia University and local regulations; support logistic and administration team to 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
- Lead logistic and administration team and ensure effective and smooth office operations, including security and safety of the workforce, transportation management, asset management and ensure that insurance policies are updated when new items are bought

Human Resource Management

- Serve as HR expert and support to Country Director, Implementation and Technical Directors, in strategic human resource plan, HR development and management of the country office
- Effectively plan, design, develop and evaluate human resource-related initiatives that support organizational strategic goals
- Provide support to the country team in recruitment of high-performing employees, negotiating and administering labor agreement contracts, employee orientation and inception
- Provide consultation and support to country team in performance management, talent assessment, and effective relationships of labor
- Ensure that staff remuneration policies and procedures, benefits and leaves are in accordance with Columbia University's rules and regulations, local policies and labor laws at all time
- Support Country Director in ensuing a working environment that enables employees to maximize their capacities and skills in accordance to organization's objectives and

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- planning and implementation of organizational development plans
- Support the country team in effectively plan, design, develop and evaluate human resource-related initiatives that support organizational strategic goals; ensure HR development and relevant trainings are provided to the employees
- Ensure all local and international staff understands and follow code of conduct and culturally sensitive
- Perform periodic training for staff and partners in ICAP SOPs, operational systems and policies
- Support HR Officer in smooth running of HR management including database management, employee records and documentation management
- In consultation with NY HR Director, support Country Director in regular review and revision of Local Hire Manual
- Oversee the monthly payroll preparation and submission to the Country Director for review and approval. Ensure that final submission is made to the global payroll vendor for processing and payment.
- Supervise, coach, mentor and provide direct HR management to a team of Finance and Administration staff
- Performs other related duties as assigned

EDUCATION

Master's degree in business administration, public administration or related field required;

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- 10+ years of relevant work experience with at 7+ years of work experience at senior level in an international organization
- Strong supervisory and management skills and demonstrated experience in the supervision of finance, HR and administrative staff
- Demonstrated experience analyzing, interpreting financial data and effective communication with the donors
- Experience working with international donors required; experience specifically with US government donor agencies and familiarity with USG rules and regulations preferred
- Strong communication, presentation and analytical skills
- 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 required

TRAVEL REQUIREMENTS

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