



ICAP

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Columbia University
Mailman School of Public Health

ICAP at Columbia University Job Description

Job Title:	Associate Director, Admin and Finance
Reports To (Title):	Country Director
Incumbent:	N/A
Location:	Abuja, Nigeria
Date:	September 8, 2020

POSITION SUMMARY:

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks highly qualified Associate Director of Administration and Finance based in Abuja, Nigeria.

A global health leader since 2003, ICAP was founded at Columbia University with one overarching goal: to improve the health of families and communities. The ICAP Nigeria Office was re-opened in October 2019, and we require a flexible and dynamic leader, that will help manage and lead the Nigerian office through its start-up and growth phase.

The incumbent will have demonstrated experience analyzing and interpreting financial data, sound knowledge of accounting principles and techniques required; experience with accounting software and working with international donors, specifically with US government donor agencies, familiarity with USG rules and regulations amongst.

Reporting to the Country Director and Chief Financial Officer, the Associate Director of Administration and Finance will oversee all finance and administration functions of ICAP in-Nigeria, 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
- Maintain banking relationships, ensuring transactions are processed timely, accurately, and adequate balances are maintained; ensure timely financial reporting
- In close coordination with the ICAP-New York sub award team, supervise sub agreement development and management process, including negotiation of contracts, development of budgets and provision of technical assistance to sub grantees, to ensure effective management of funds and financial reporting
- Oversee procurement of office and program-related equipment, supplies and services, 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 change files are submitted to New York and ICAP's international payroll provider timely, accurately and in compliance with prescribed requirements, and payroll reconciliations and variance analyses are done
- Performs other related duties as directed

EDUCATION:

1. BS/BA degree in Accounting, Finance and Business Administration
2. MS/MA/MBA degree in Accounting, Finance and Business Administration or its recognized equivalent.
3. CPA, ACA, ICAN, CIMA, CFE or any other relevant professional qualification is required.

4. Experience in managing financial records of donor-funded organizations, and familiarity with donor and local contractual procedures is an advantage.

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS:

Minimum (7) years of relevant work experience with at least five (5) years of work experience at an international NGO

Minimum of 3 years' supervisory experience in office management and administration.

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 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