

Director of Finance & Administration, Benin

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Company: FHI 360

Location: Benin City

Category: other-general

Director of Finance and Administration

USAID/Benin Northern Economic Livelihoods for Youth (NELY) Activity

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology— creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 states and all territories.

We are currently seeking qualified **Director of Finance & Administration** candidates to be proposed on an anticipated new activity in Benin in the North to improve economic livelihoods for rural and urban youth and women with a budget of between USD \$25-\$49 million. The position is contingent upon award.

Job Summary:

The Director of Administration and Finance (DAF) has senior level responsibility for the budget, general finance and administration function/staff at the overall project level. S/he translates the project's financial strategy into tactical plans, reporting requirements, procedures and processes and ensures the project's compliance with FHI 360 and USAID procedures, rules and regulations. The DAF will be responsible for the leadership and strategic direction of HR, purchasing, contracting, facilities, and travel activities. S/he will provide management direction to ensure effective operations, seeking compliance with government regulations, satisfaction among internal clients, and constant improvement of operations. The

DAF will participate in long-term organizational planning – particularly supporting efforts to minimize fixed costs. S/he will keep abreast of many aspects of the organization's initiatives in order to make informed decisions and adjust priorities as needed. Responsibilities include developing and overseeing financial plans and policies, accounting practices and procedures, and ensuring that the project's financial and strategic goals are attained. The DAF will implement successful strategies to improve quality of service, productivity, and cost efficiency. We anticipate that this position will be based in either Cotonou or Parakou or Djougou in Northern Benin. This position will report to the Chief of Party.

Essential Job Functions: Duties and Responsibilities

In charge of managing the Finance & Administration team, the DFA supervises all activities relating to the accounting, financial, management control and general services of the project and ensures that the team provides compliant and efficient support to the project's activities;

Oversees the project budget and executes the project's operational plan; is responsible for the performance and goal achievement of project's finance, budget, administrative and procurement matters;

Supports development of financial, administrative, human resources and operations management systems and processes required to support contract implementation, ensuring compliance with USAID rules and regulations, contract requirements, FHI 360 policies, and host government laws;

Provides professional expertise in enhancing grants staff members' capacities to design, manage, and administer Grants Under Contract (GUC), helping the project to achieve its targets for the GUC program;

Support management for related financial and operational functions, including designing and overseeing operating procedures and systems for project finances, procurement systems, human resources, project logistics and administration, and office operations;

Responsible for ensuring the timely and quality completion of relevant financial deliverables and reports, in accordance with USAID guidelines;

Collaborates with Chief of Party and regional office program manager on critical and complex aspects of budgetary, financial and administrative reviews and makes operational

recommendations;

Establishes and maintains sound and transparent accounting and fiscal control procedures for financial, GUC, and operational aspects of the project;

Ensures compliance with all FHI 360 and USAID financial regulations, and ensures that audit findings and recommendations are properly addressed;

Any other duties as assigned.

Qualifications and Requirements

Master's Degree or its International Equivalent, in business administration, finance, accounting, international development, or a related field;

12 + years related work experience; 6+years of experience in a senior management position is required;

Demonstrated experience and skills managing relevant financial and operational aspects of projects of similar size and scale;

Demonstrated ability to create and maintain effective working relations with partner organizations and international donor agencies;

Prior experience managing relevant financial and operational aspects of USAID projects, with demonstrated fluency in USAID requirements and policies;

Strong knowledge of US Government costs principles, rules and regulations and their application in program decision-making, and strong knowledge of US federal regulations (contract and sub-partner management) and experience with grants/subcontract management;

Experience establishing and ensuring compliance with project financial, operational, and/or grant procedures;

Must have excellent organizational, supervisory, leadership and managerial skills;

Advanced skills in Excel, Word, and experience using QuickBooks or another computer accounting system;

Strong oral and written communication and interpersonal skills; and

Must be able to read, write and speak fluent French and have professional level proficiency in English.

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

Availability of position is contingent upon award to FHI 360 and USAID approval of personnel.

This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

FHI 360 is an equal opportunity and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, physical or mental disability, protected Veteran status, or any other characteristic protected under applicable law.

Our values and commitments to safeguarding: FHI 360 is committed to preventing any type of abuse, exploitation and harassment in our work environments and programs, including sexual abuse, exploitation and harassment. FHI 360 takes steps to safeguard the welfare of everyone who engages with our organization and programs and requires that all personnel, including staff members and volunteers, share this commitment and sign our code of conduct. All offers of employment will be subject to appropriate screening checks, including reference, criminal record and terrorism finance checks. FHI 360 also participates in the Inter-Agency Misconduct Disclosure Scheme (MDS), facilitated by the Steering Committee for Humanitarian Response. In line with the MDS, we will request information from job applicants' previous employers about any substantiated findings of sexual abuse, exploitation and/or harassment during the applicant's tenure with previous employers. By applying, job applicants confirm their understanding of these recruitment procedures and consent to these screening checks.

FHI 360 will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws.

FHI 360 will never ask you for your career site username or password, and we will never request money, goods or services during the application, recruitment or employment process. If you have questions or concerns about correspondence from us, please email <.

FHI 360 fosters the strength and health of its workforce through a competitive benefits package, professional development and policies and programs that support a healthy work/life balance. Join our global workforce to make a positive difference for others — and yourself.

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