

**JOB TITLE: DIRECTOR FINANCE AND ADMINISTRATION, LIBERIA COUNTY  
SANITATION.**

**JOB LOCATION: MONROVIA, LIBERIA**

**GRADE:**

**JOB SUMMARY :**

FHI 360 is seeking qualified applicants for Director of Finance and Administration for the upcoming USAID Liberia County Sanitation Activity. The proposed new activity will implement a comprehensive county-wide approach for sustainably moving people from open defecation to basic sanitation in five counties through programming to accomplish the results of Improved Sanitation Governance, Key Sanitation Behaviors Adopted, Sanitation Markets Strengthened, and Financing for Sanitation Increased. This position is contingent upon award.

The Director of Finance and Administration will be responsible for administrative and financial leadership of the program, including overseeing accounting, sub-award and small grants management, to ensure quality, timeliness, and efficiency of project set-up, daily operations, and close-out. S/he will establish and maintain sound financial management and compliance practices and ensure adherence to FHI 360 and donor procedures, rules and regulations. S/he will also provide mentorship and oversight to sub-grantees, including operational systems capacity building.

### **Responsibilities**

- Provide leadership for finance, operations, and human resources aspects of the project including general administrative processes, financial management, sub-award management, accounting and logistics;
- Establish and maintain sound and transparent accounting and fiscal control procedures for financial, sub-award, small grants and operations aspects of the project;
- Ensure compliance of financial and operations systems with FHI 360 policies and procedures, donor rules and regulations, award requirements, and host government laws;
- Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets;
- Manage project procurement processes;
- Advise the Chief of Party on project financial and compliance status, availability of funds for project activities, and other financial and operations-related matters;
- Prepare and submit annual and quarterly financial and accrual reports;
- Liaise with internal and external auditors during project financial management reviews;
- Provide technical assistance to local partners on financial compliance and reporting;
- Contribute to the development of high-quality work plans, quarterly and annual reports, financial reports; and other reports as required by FHI 360 and the donor; and
- Supervise administrative, finance, procurement and grants staff.

### **Qualifications**

- Master's degree in accounting, finance, business administration, or related field;

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- Minimum of 12 years of relevant experience in administrative and financial management, including a minimum of 5 years managing a finance team required;
  - Experience overseeing the finance and operations of equally large and complex projects, and experience in financial management of USG assistance programs strongly preferred;
  - Experience in Africa required, Liberia experience is preferred.
  - Expertise in USG cost principles, rules and regulations and applying these in program decision-making;
  - Demonstrated experience and skills in managing a small grants program including in conducting risk assessments;
  - Knowledge in generally accepted accounting, budgeting, and fiscal control principles;
  - Demonstrated experience and skills in developing and managing large budgets of \$20 million or larger;
  - Relevant skills in automated accounting software systems and database spreadsheets;
  - Experience building capacity in financial management of community-based organizations and implementing partners;
  - Demonstrated ability to create and maintain effective working relationships with NGO partners, community-based organizations, and international donor agencies;
  - Demonstrated leadership qualities, with a depth and breadth of expertise in financial management;
  - Ability to work independently and manage a high-volume workflow; and
  - Excellent spoken and written communication and presentation skills in English.
- **Application:**  
Send a CV and motivation letter to <https://www.fhi360.org/careers> Closing date is July 27, 2021 at 5.00 pm at GMT