



Job Announcement

| | |
|-----------------------------|------------------------|
| Title | Finance Manager |
| Location | Abidjan, Cote d'Ivoire |
| Supervisor | Country Director |
| Application Deadline | Open until filled |

Background

The International Training and Education Center for Health (I-TECH) at the University of Washington seeks a **Finance Manager** to provide financial management to support implementation of activities to **improve and sustain capacity and quality of laboratory services in Cote d'Ivoire.**

Project Overview:

There are 147,947 Ivorian adults and children currently receiving antiretroviral therapy (ART) and 195,755 receiving clinical care in 2015. Health care workers rely on the services provided by laboratories at all levels of Cote d'Ivoire's laboratory system to monitor the health of those in their care. Cote d'Ivoire continues to experience challenges with access to quality HIV related testing despite past efforts and continued support is required to coordinate, synergize and scale up approaches that strengthen the national laboratory system. I-TECH has been awarded a 5 year grant from the US CDC with the **goal to:** build a functional laboratory network to reach 80% saturation for HIV care and treatment in selected districts by offering quality laboratory services and targeting blood banks to ensure quality of blood and blood products, working towards accreditation of all of these laboratories.

Employer overview:

I-TECH is a Seattle-based center within the University of Washington's Department of Global Health and has country offices throughout Africa, Asia, and the Caribbean. I-TECH is establishing a country office in Abidjan which will join I-TECH's network of 500 worldwide staff work in partnership with local ministries of health, universities, non-governmental organizations (NGOs), medical facilities, and other organizations to support the development of a skilled health work force and well-organized national health delivery systems. I-TECH's organizational activities occur primarily in the technical areas of health system strengthening; health workforce development; operations research and evaluation; and prevention, care, and treatment of infectious diseases.

Project locations: Country office in Abidjan, project work is national. The position involves frequent travel to project sites nationwide.

Position Summary

The Finance Manager for I-TECH Cote d'Ivoire works closely with the Country Director and Operations Manager, and is responsible for the management of financial processes and procedures, including budget coordination and monitoring, financial procedures and internal controls, accounts payable and purchasing integration, payroll systems, coordination with I-TECH HQ financial staff, cash flow management, computerized accounting systems and procedures, and audits. The Finance Manager reports to the Country Director, directly supervises the Accounting Assistant and Bookkeeper, and is a

member of the Finance team.

Duties and Responsibilities

The Finance Manager will be responsible for the following:

Financial Management, Vision, and Leadership Responsibilities (5%)

- Lead weekly meetings with finance staff to discuss and record progress toward finance work plan objectives, identify obstacles, determine next steps and responsible party
- Meet at least monthly with Operations Manager to assure smooth and collaborative processes for payment, procurement, and fiscal processing

Budgeting and Monitoring (10%)

- Work in close coordination with HQ, Directors, and Specialists in annual budget preparation to help ensure overall accuracy, quality control, and management input
- Prepare the inputs for the monthly compliance 'dashboard' elements, ensuring overall accuracy and quality control
- Prepare the monthly financial and budget variance reports
- Provide monthly burn reports and budget forecasts to Program Specialists and Directors
- Make final budget forecast changes in Host Analytics software in communication with Specialists, Directors, and HQ Technical Officer: Program Management
- Review open purchase orders and vendor balances on a weekly basis

Contract Management (10%)

- In coordination with Project Director and relevant Operations staff, ensure contracts are being fulfilled before preparing partial, monthly, or full payment
- Verify that the required procurement processes and procedures were performed before preparing payments to the supplier

Financial Procedures and Policies (10%)

- In collaboration with the Finance Manager ensure financial compliance with all laws and regulations of related stakeholders including I-TECH HQ, UW, CDC, and the government of Cote d'Ivoire by I-TECH Cote d'Ivoire units and relevant partners
- Maintain up-to-date knowledge of USG/CDC and other sponsors' rules and regulations, and ensure compliance at all times. Assure implementation of and adherence to the guidelines laid out in the Fiscal portion of the Field Operations Manual as it applies to I-TECH Cote d'Ivoire and regional offices/operations
- With the Human Resources Specialist and Operations Manager, ensure accurate payroll management and timely required tax reporting and liability payments

Task Description Invoice (TD) (15%)

- Submit timely expenditure reports to I-TECH HQ via the Task Description Invoice (TD) process, ensuring accuracy, timeliness, and efficient communication
- Ensure claims are separated between fiscal years and between grants
- Ensure that an un-submitted bills report is submitted with each TD for review by the Finance Director
- Monitor the reimbursement of TDs from HQ on a weekly basis, through the preparation of TD reconciliation

- Monitor foreign exchange losses and gains and account for them by following established procedures

Payments (10%)

- Liaise with vendors when required, update the Finance Manager of all significant issues
- Review all payments and the related supporting documentation before payments are made to vendors
- Verify the computations on per diem reconciliations and their validity against the Travel Request Form

Payroll and FTE Distribution (5%)

- Coordinate monthly FTE distribution review with the SPM and reflect revisions in Host Analytics software
- Ensure timely distribution of payroll to staff
- Prepare payroll report with breakout by project code

Taxes (5%)

- Assure timely submission of taxes as per the Cote d'Ivoire Revenue authority regulations
- Assure documentation and follow up for VAT exemptions

Bank and Cash (10%)

- Monitor cash flow requirements regularly and inform the Country Director of any impending cash flow problems in advance
- Prepare the reconciliation of the main bank account, and the petty cash
- Perform monthly spot checks on petty cash

Inventory (5%)

- Coordinate with Operations Manager to ensure that all inventories are tagged and recorded in the inventory register in compliance with the HQ Fiscal Policy requirements
- Ensure an annual inventory count and reconciliation is performed at year end

Computerized Accounting system (5%)

- Manage the operation and maintenance of the QuickBooks accounting system and related accounting software to assist with day-to-day accounting and financial reporting procedures
- Back-up QuickBooks on a monthly basis and send to HQ Country Fiscal Lead
- Ensure annual QuickBooks upgrade is performed

Financial Records (5%)

- Ensure that all financial documentation is maintained according to I-TECH standards and donor policies to the extent they can be fully audited with limited or no adverse findings
- Assure that there is a standardized filing system to be used throughout the Finance Department which coordinates well with systems used by Operations and Programs

Year-End Audit (5%)

- Support the completion of an annual Trial Balance and Balance Sheet account reconciliations

- Support the efficient and effective closure of accounts at financial year end, including coordination of preparing QB for the new financial year
- Collaborate with the Finance Manager to ensure that prior year findings are closed and documented for review

Required Qualifications:

- Minimum of a Bachelor's Degree in Finance or Business Administration with a Professional accounting qualification such as ACCA/CPA/CIMA/CA.
- Minimum of 5 years professional accounting experience demonstrating increasingly responsible financial management experience preferably in an international development organization
- Familiarity with managing donor funded programs particularly with those that are USG funded.
- Strong management and interpersonal skills
- Proven experience demonstrating mastery of computerized accounting systems, especially QuickBooks Premier and/or Enterprise
- Ability to communicate financial and accounting information to I-TECH management in Cote d'Ivoire and Seattle, Washington, USA and to donors
- Ability to work effectively in a fast-paced, politically, and legally complex environment where priorities may change frequently
- Strong Organizational skills, detail-oriented and sensitive to confidential information
- Proficiency in Microsoft Office – Word, Excel and PowerPoint
- Excellent written and spoken French and proficient in English

Desired Qualifications:

- Master's Degree in Finance or Business Administration
- Familiarity with USG financial compliance and reporting experience
- Knowledge of QuickBooks accounting software

How to Apply

Please write your CV and cover letter in English, and send them by email to jobs@go2itech.org.

Please indicate the following job reference code in the subject line of your email:

CI 02/ITECH/FinanceManager

Only candidates who are selected will be contacted for an interview.