

# Mozambique Jobs Expertini®

## Finance and Operations Director - USAID Mozambique Improved Maternal, Newborn, Child Health, Immunization and Nutrition Activity

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Company: Pathfinder International

Location: Mozambique

Category: other-general

Pathfinder is seeking an experienced Finance and Operations Director for the anticipated USAID-funded **Improved Maternal, Newborn, Child Health, Immunization and Nutrition Activity in Mozambique**. The purpose of this project is to accelerate reductions in maternal, newborn, and child mortality and morbidity in high-burden regions of Mozambique by increasing the capacity of host country institutions, including local organizations, to improve access, quality, and sustained use of evidence-based maternal, newborn, and child health (MNCH) services, including routine immunization and nutrition services (I+N), as well as, promoting optimal MNCH, child development, and nutrition behaviors and practices.

The Finance and Operations Director has primary responsibility for overall financial management and administration of the activity. He/She will supervise the reporting and management of all grants and contracts to ensure best use of resources by preparing sound budgets, monitoring project expenses, and ensuring timely preparation of USAID financial reports.

This position is contingent upon project award and funding.

### **Financial Management**

Oversee the management of financial functions ensuring donor/contract compliance.

Assist COP and DCOP in the successful implementation of the project, including timely preparation of high-quality budget forecasts and financial statements, and management of expenses within the approved budget.

Develop and maintain appropriate systems and cost-effective, timely procedures and controls such as cash management, vendor payments, and budgeting to properly disburse, account, budget, and report funds.

Oversee the timely and accurate preparation and submission of regular financial statements and other cost reports to headquarters and USAID, including providing guidance to project staff and partners.

In collaboration with Human Resources department, identify, select, manage performance of, and mentor finance and administrative staff ensuring professional growth and development as well as capacity building.

Oversee sub-grantees/sub-contractors ensuring adherence to donor, organizational, and host country policies and build capacity of local organizations to become successful and sustainable quality service providers.

Coordinate and lead the annual audit process, liaise with external auditors and the finance team and senior management team; assess any changes necessary.

Effectively communicate and present critical financial matters to members of senior management team.

### **Operations Management**

Provide leadership and management during project start-up and close-out with regard to the project office, bank account, operations and logistics, staff administration, telecommunications etc.

Implement administrative and financial operations of the program, ensuring compliance with agency standards and practices, local laws and donor policy and contract provisions.

Manage funds at local bank account and approve expenditures in accordance with Pathfinder and donor procedures, cost principles, and regulations.

Develop management policies and procedures to ensure efficiency, quality, and all resources are in place, adhered to, and in compliance with local laws, donor rules and regulations.

Contract and manage local individuals/organizations for identified tasks according to donor

and agency procedures; negotiate consultancy agreements, provide training and/or develop capacity of local partners.

Ensure that security guidelines and procedures are established, maintained, updated regularly and adhered to by the project team. Monitor the security situation and provide leadership for staff in emergencies.

Establish information technology systems and operational facilities to support project staff and programming.

**Minimum Education and Work Experience:**

Master's degree in business administration, Finance, Accounting, or another relevant field.

Eight years of experience in the administrative and financial management of large-scale, complex, USAID programs.

Proven expertise in finance, accounting and auditing, including automated financial systems, as well as results-oriented grants management, including financial planning, monitoring of grant compliance and management and establishment of internal controls.

Proven ability to function effectively with multiple host-country counterparts in both the public and NGO sectors.

Experience managing USAID contracts, mastering USAID rules and regulations, and overseeing international and local subcontractors and grantees.

Demonstrated success managing complex, multi-million-dollar, donor-funded programs through the development of cost-efficient budgeting, management of appropriate spending to support project impact, and regular monitoring of financials for programmatic revisions and accurate, timely reporting.

Demonstrated ability to analyze financial documents, projections, expenditures, and accruals.

Demonstrated experience in managing and supervising a team.

Ability to translate financial concepts and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds.

Excellent representational and communication skills, written and oral proficiency in English

and Portuguese is required.

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