

Finance and Administration Manager

Start date: To be agreed upon.

The Organization

As a member of the RET Consortium, RET Americas (d/b/a RET USA) is an independent, impartial, non-partisan humanitarian organisation, with an office in the metro Washington DC area, committed to working in fragile environments around the world to ensure the protection and resilience of vulnerable young people and women. While remaining a part of the RET Consortium, RET Americas will pursue new US and other government, private sector and other awards, and provide financial oversight of existing US government awards titled both to RET International and RET Americas.

The Role

Reporting Line

As a key member of the Management Team, the Finance and Administration Manager (FAM) will report to the President of RET Americas, while being supervised by the Vice President on a daily basis.

General Responsibilities

The FAM will be responsible for and oversee budgeting, finance management, treasury management and reporting of RET Americas and all projects and funding assigned to RET Americas, and will assist the Area Director, Operations as well as the Regional Finance in LAC and other respective regions that receive funding through RET Americas.

Specific Responsibilities

Budgeting and Cash Management

- Budget development: Develop, in collaboration with the Regional Finance Managers, Area Directors (AD) and Country Directors, the programs' proposed budgets and coordinate their preparation in accordance with RET's and the donors' requirements;
- Budget management: Supervise programs' budgets follow up using relevant reports to identify unexpected/expected implementation discrepancies and ensure that these are discussed and agreed rapidly;
- Treasury management: Ensure that there are enough funds available in the RET Americas' treasury to execute the program activities by supervising the relevant reports and transactions (cash reconciliations, funds requests, etc.);

- External coordination: Coordinate and manage the overall relationship and transactions with the local financial institutions – banks, USG state departments, etc;

Accounting and Reporting

- Ensure that the expenses incurred in implemented of RET's projects are allocated to the relevant program correctly and in line with the RET 's Field Finance Manual. Also, ensure that any specific donor requirements are adhered to during the execution of the budget;
- Adapt and update RET Americas Manuals when necessary, to adhere to USGOV laws and regulations;
- Ensure there is written justification in case of incompatibility between RET Americas' Manuals and any USGOV laws or regulations. This should be supported with external documentation: copy of regulations, reputed third parties' reports, etc.;
- Ensure proper preparation of financial reports, list of expenses, bank accounts reconciliations, petty cash reconciliations, etc. in accordance with RET Americas' requirements and applicable tools;
- Manage overall relationship with local reviewers/auditors and other relevant authorities;
- Ensure systematic filing/documentation of the office expense and transactions;
- Manage the entire cycle of the NICRA process and ensure compliance with its requirements and all aspects of the negotiations with the cognizant agency.

Others

- Attend any meeting or representation related to his/her areas of responsibility;
- Coordinate with the RFM, and ADs on financial, administrative or management procedures;
- Advise RET America's President, Vice President, RFM and ADs on any regulations that may have an impact on RET's programs and/or policies;
- Take necessary steps to ensure that all financial data is adequately and safely backed up;
- Perform any other work-related duties as required.

Qualifications Requirements

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- Education: Master's degree in Business Administration or related field with minimum of 6 years of experience. Professional qualification in Accountancy (CPA, ACCA, etc) highly preferred
- Must be able to display a thorough knowledge of 2 CFR 200
- Professional qualification in Accountancy (CPA, ACCA, etc) highly preferred
- Authorized to live and work in the United States of America
- Expertise with procedures required for adequate planning, monitoring, and re-aligning of complex budgets
- Prior experience in managing grants under contract required, including experience in the management of USG-funded projects and ideally, Canadian-government funded projects also

- Familiarity with USG Accounting Standards; Extensive knowledge of computerized accounting systems, accounting software and Microsoft Office
- Languages: Excellent English and Spanish a must
- Demonstrated ability to build and maintain relationships with USG officials, NGOs, private sector groups, cooperating agencies, and donor organizations

Personal Attributes

- Personal Requirements: Communicative skills; Effectiveness and rigor in the management of processes, focusing on objectives
- Organisational skills including the ability to strategically prioritise and meet established goals
- Ability to work flexibly under difficult circumstances as well as good teamwork ability
- Team player attitude, with ability to also work independently with high integrity
- Proactive attitude and professionalism; attention to detail
- Integrity and personal quality (mandatory references)
- Ability to travel within the regions or RET Americas' Operations when called upon

Applications

Applications are to be sent to Recruitment@RETUSA.org before May 27th, 2019 and must contain:

- a complete and up-to-date CV;
- a cover letter (mention salary expectations annualized in USD);
- three professional references' contact details

RET is an equal opportunity employer.

Only shortlisted candidates will be contacted.
