



International Finance Senior Manager Job Description

Job Title:	International Finance Senior Manager-Latin America (Spanish Speaking)
Level and Grade:	80
Job Type:	Senior Manager
Reporting Manager:	Director of International Finance
Department:	International Finance
Office:	Baltimore, MD
Date:	1/10/2022

About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary:

The International Finance Sr. Manager will be a key member of Corus International Finance unit. S/he will provide critical support to country offices and HQ units in monitoring, analyzing and reporting the financial performance of their programs/projects. S/he will work closely with the Director of Finance to develop and manage budgets, improve financial operations and processes and monitor financial performance in accordance with approved work plans. S/he will assure compliance with finance, budget, and contracts requirements in accordance with Corus International policies and procedures. S/he will support country finance staff in the country offices. S/he will also participate in the overall budgeting and financial analysis process and support the HQ Finance & Accounting teams as needed. Moreover, as a key leader within the organization the Manager will coordinate critical strategic business planning and

decision support for assigned regions and clients. The position also ensures compliance with Generally Accepted Accounting Principles, applicable regulatory requirements, specific donor requirements, and internal policies and procedures. The Manager's reporting staff will fluctuate depending on assigned client portfolios.

Corus donors include USAID, USDA, UN, DFID, World Bank, Global Fund, Margaret A. Cargill Foundation, as well as others. This position requires a strong working knowledge of government and large public and private donor requirements as well as GAAP, IFRS, 2 CFR 200, FAR, DFID regulations, and other government and funder-imposed regulations.

Key Result Areas:

The success of this role is measured by the following KRAs:

Roles and Responsibilities:

Financial Management/Reporting/Budget Management

- The International Finance Sr. Manager is responsible for producing/reviewing timely and accurate financial reports in accordance with restricted donor agreements (e.g., USG, DFID, Foundations, and other restricted funded activity). Ensure those reports comply with all restricted award regulations and provisions including the level of detailed reporting, matching requirements, and other specific provisions.
- Support DIF (Director of International Finance) and SDIF (Senior Director of International Finance) in the annual budgeting and financial planning process (including a mid-year forecast), in collaboration with Program Managers, assigned Country office, and General Finance
- Provide oversight and support to the field finance staff to assist country programs and ensure an accurate and timely month-end/year-end close, financial performance reporting, invoicing and funder reporting.
 - Review financial activity reported by country offices for accuracy and completeness prior to import into the HQ system.
 - Review, analyze, and monitor balance sheet accounts for the portfolio assigned.
 - Perform reconciliations and adjustment entries to maintain accurate information by project or fund.
 - Provide required financial analysis and overall strategic business decision support to assigned programs
- Support and coordinate with field finance and program management staff to monitor project spending and provide financial reporting and analysis that ensures timely program service delivery and implementation.
 - Monitor expenses and revenues to ensure that the portfolio spends according to the available revenue and that restricted funds are used according to Corus International policies/procedures and donor rules/regulations;
- Perform analysis on operational activities including historical, current and projected revenue and expense, cash flow, variances and costs;
- Plan and execute regular visits to field offices to provide hands-on oversight and support in meeting internal and external financial and programmatic goals.
- Work directly with program management and business development units to produce and manage project budgets per funder specifications, program design that ensures the management and infrastructure required to implement.
- Provide ad hoc reports to Director and Senior Sr. Finance Director, Project Management teams, Executive Staff and donors;
- Keep project management and HQ management advised of situations which have potential negative impact on financial performance;
- Assist with monitoring, tracking and reporting of contract and agreement deliverables.
- Provide expert guidance on the allocability and allowability of costs and recommendations for recovering program cost within donor regulations.

Payment processing

- Ensure expense reports, consultants' invoices and subcontractors or recipients of sub-agreements financial reports are reviewed for accuracy and documentation, and that payment is properly processed
- Monitor sub-recipient's financial activities following award approval and track the partners payment processed from HQ for timely liquidation and payment

New Business

- Take an active role in supporting cost proposal budget development and review, such as reviewing budgets and participating in Lime/Green Team reviews, in partnership with the Cost and Pricing Managers and wider proposal teams.
- Strong working knowledge of the donor budget templates and reporting requirements for the cost proposal (mainly e.g. DFID, USAID, OFDA, World Bank, Global Fund, etc.)

Internal Controls, Audit Follow-up and Risk Management

- Support with internal and external audits for assigned portfolio.
- Partner with field finance staff on audit preparation and coordinate headquarters support to provide supporting documentation and responses timely.
- Support DIF in the timely design and implementation of corrective action plans to internal and external audits.
- Incorporate audit findings and resolutions into regular field staff training.
- Support the design, implementation, and maintenance of effective internal control systems for assigned overseas country offices and assist partner organizations in similar efforts.
- Support the DIF in monitoring systems and internal controls and ensure consistent application in assigned country offices. Anticipate and plan for the impact of country office staffing changes on internal control structures.

Communication & Training

- Serve as a key communication conduit to and from HQ-Finance, Management, assigned country office and other staff. Ensure the timely and accurate dissemination of information;
- Provide training and guidance to staff on budget formulation, tracking and adjustments, expense accounting, financial analysis and reporting and contract management;
- Identify training needs and provide ongoing technical assistance to field office finance staff and program partners on best practices for financial management systems in order to increase capacity;
- Provide guidance and coaching to country staff serving for large government and multi-lateral funded projects

Other

- Perform and complete special projects and other financial duties as assigned.
- Sr Manager takes on a leadership role within the wider IF team often contributing to cross department working groups.
- Sr Manager will have the larger more complex portfolio, compared to other IF team members (such as Senior Analyst or Manager IF).
- The Sr Manager can work independently and with less supervision from the Director and able to resolve issues directly with the Sr Regional Directors and Country Directors.
- The Sr. Manger has a strong understanding of the wider IF portfolio and is able to step up as acting Director of IF during the Directors absence to provide leadership and support to the wider IF team.

Supervisory:

This role reports to the Director of International Finance

This position currently has no reporting staff but this may change depending on the Manager's assigned client portfolio

Education:

Bachelor's degree in Finance, Accounting, or Business. A master's degree in finance or Accounting is highly preferred.

Qualifications:

- 1. Fluency in English and Spanish is required.**
2. Minimum 7 years professional experience in Finance, preferably international experience within a non-profit or similar setting.
3. MIP experience or related experience with automated general ledger systems. ERM integrated accounting system implementation experience a plus.
4. Knowledge and familiarity with USG federal rules and regulations, including OMB circulars 2 CFR 200.
5. Experience with DFID highly preferred and other non-USG donors (GF, EU, UNDP, WB, OFDA, DANIDA, Foundations, and Corporations)
6. Strong math, analytical, problem solving, and technical skills; highly organized with an attention to details; takes initiative; customer service oriented.
7. Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules, and regulations.
8. Ability to effectively communicate financial information to non-financial managers.
9. Highly skilled in using MS Excel and demonstrated the ability to accurately work with large amounts of financial and accounting data in Excel.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

International travel up to 25% may occur depending on need.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.