



## Senior Finance Manager, MIHR

### Job Description

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<b>Job Title:</b>	Senior Finance Manager, MIHR
<b>Level and Grade:</b>	Grade 80
<b>Job Type:</b>	Full-Time
<b>Reporting Manager:</b>	Global Finance Director, MIHR
<b>Department:</b>	Momentum Integrated Health Resilience (MIHR)
<b>Office:</b>	HQ – Washington, DC
<b>Date:</b>	May 17, 2022

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#### 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:

*There are two components to the Job Brief: the job overview and the Key Result Areas.*

Corus is seeking highly motivated individuals for a Sr. Manager, Finance position on the USAID funded MOMENTUM Integrated Health Resilience (MIHR) project. MIHR works to improve access to and availability of high-quality, respectful, and person-centered maternal, newborn and child health, family planning and reproductive health (MNCH MNCH/FP/RH) services in fragile and conflict-affected settings. This project enhances coordination between development and humanitarian organizations and strengthens the resilience of individuals, families, and communities.

**Position Summary:** The Senior Manager, Finance is a member of MIHR finance and administration team. S/he will provide critical support to project HQ units and country offices in monitoring, analyzing, and reporting the financial performance of their programs/projects. S/he will work closely with the Director of Global 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. As a member of MIHR's F&A team, Senior Manager, Finance will provide support to finance staff in the country offices and coverage during staff absences.

While the organizational title is Senior Manager, Finance, at the project level, this position will be titled "Senior Finance Officer."

### **Key Result Areas:**

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

1. Leads budget development for the annual Core workplan. Collaborates with technical team, MERL, country support teams and partner organizations to ensure appropriate and reasonable costs are included.
2. Monitors spending against annual budgets and produces periodic forecasts and other reports for project management.
3. Contributes to the development of policies, practices and procedures

### **Roles and Responsibilities:**

- Work in collaboration with Global Finance Director, technical teams, Program Managers, country office finance managers and partner organizations during the annual budgeting and financial planning process (including mid-year forecast).
- Support and coordinate with technical teams, program management staff, country finance teams and partner organizations to monitor core funded activities spending and provide financial reporting and analysis that ensures timely program service delivery and implementation.
- Responsible for producing timely and accurate financial reports in accordance with donor requirements. Ensure those reports comply with all regulations and provisions including level of detailed reporting, matching requirements, and other specific provisions.
- Assist with monitoring, tracking and reporting of contract and agreement deliverables.
- Provide ad hoc reports to Director for Finance and Operations and Global Finance Manager, Project Management teams, Executive Staff and donor.
- Perform analysis on operational activities including historical, current, and projected revenue and expense, cash flow, variances and costs. Keep project management advised of situations which have potential negative impact on financial performance.
- Provide support to the field finance staff to assist country programs in ensuring accurate and timely month-end close, invoicing and funder reporting.
- Visit country offices to support financial management of core funded activities, conduct periodic compliance review of the project, and to include financial management overviews with field office staff and partner staff.
- Create and maintain budget and financial report templates and tools.
- Facilitate the development, improvement and adoption of policies, practices and procedures; Identify and recommend cost efficiency initiatives for program activities and the organization.
- 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.
- Review financial activity reported by country offices (Month End closing journals) for accuracy and completeness prior to import into the HQ system.
- Review, analyze, and monitors balance sheet accounts for the portfolio assigned. Performing reconciliations and adjustment entries to maintain accurate information by project or fund.
- Serve as a key communication conduit to and from HQ-Finance, Management, 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 to increase capacity.
- Provide guidance and coaching to country staff serving for large government and multi-lateral funded projects; and
- Perform and complete special projects and other financial duties as assigned.

### **Supervisory:**

1. Reports to the Global Finance Director, MIHR
2. This position is not expected to supervise any staff

### **Education & Experience:**

1. Bachelor's degree in Finance, Accounting, or Business. A Master's degree is highly preferred.
2. Minimum seven years' experience in Finance, preferably experience within an international non-profit or similar setting.
3. 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 circular 2 CFR 200.
5. Previous work experience managing/supporting large and complex USAID-funded projects is highly preferred.
6. French skills (written and oral) strongly preferred

### **Qualifications:**

1. Strong math, analytical, problem solving, and technical skills; highly organized with an attention to details; takes initiative; customer service oriented.
2. Ability to analyze, evaluate and summarize financial records for accuracy and conformance to procedures, rules, and regulations.
3. Ability to effectively communicate financial information to non-financial managers.
4. Outstanding communication skills; ability to interact professionally with culturally and linguistically diverse staff and clients.
5. Ability to operate with considerable independence and discretion, show good judgment, and take initiative.
6. Ability to work effectively as a member of a team.
7. Capable of managing numerous simultaneous projects.
8. Knowledge and demonstrated experience with MS Office package software applications with advanced skills using Microsoft Excel.
9. Willingness and availability to travel up to 10%, possibly to remote regions which may include adverse conditions and/or disaster zones to support field finance teams located in global locations

### **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**

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

### **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.*