



## Regional Finance and Administration Manager Job Description

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<b>Job Title:</b>	Regional Finance and Administration Manager, East Africa
<b>Level and Grade:</b>	80 R   BG-10
<b>Job Type:</b>	Full time, exempt
<b>Reporting Manager:</b>	Deputy Regional Director, East Africa
<b>Department:</b>	International Programs and Operations
<b>Office:</b>	Nairobi, Kenya or Dar es Salaam, Tanzania
<b>Date:</b>	September 2022

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### About Corus:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – LWR, IMA, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

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

### Job Brief:

#### Position Summary:

The Regional Finance and Administration Manager (RFAM) is responsible for the financial and administrative performance of country programs in their designated region through supervision of Country Finance and Administration Officers and Managers (CFAO/Ms) and Country Finance Directors (CFDs). They ensure the accurate setup of financial systems, ensure internal financial controls, guide financial risk management, monitor financial compliance, support business development and grants management, and verify production of accurate financial budgets and reports – all in alignment with standard accounting practices, internal policies and procedures, local regulations, and donor rules and regulations. The RFAM works closely with Country Directors and CFAO/Ms and CFDs, as well as the headquarters staff with operations responsibilities, to ensure the business aspect of operations is managed properly.

The RFAM reports to the Deputy Regional Director.

#### Key Result Areas:

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

1. Provide effective leadership, oversight, and guidance to CFAO/Ms and CFDs perform their finance and administrative functions for the country program in compliance with internal, local, and donor standards.
2. Oversee and lead financial and administrative activities at the country program level, ensuring that they are compliant with the organization's policies, processes, and rules; detect, assess, and correct inaccuracies.
3. Continuously analyze and seek ways to improve working techniques and processes, as well as the effective communication and implementation of procedural changes.

### **Roles and Responsibilities:**

#### **Oversees implementation of internal controls and financial management systems of country offices**

- Provide leadership, train, and coach country finance and administration and country operations staff to have a clear understanding of and implement agency and donor policies and procedures related to finance, administration, procurement, and others related to operations.
- Reviews all internal processes to ensure systems are in place that demonstrate that country programs are monitoring and validating compliance with local regulations and agency and donor policies and procedures.
- As applicable, ensures timely compliance of country programs with local NGO regulatory requirements.
- Conducts financial reviews of country offices (inclusive of a sampling of project or subrecipient finance and administration systems and documents) to determine robustness of financial management systems and to ensure alignment with donor requirements, and/or international accounting standards.
- Supports country finance staff on internal and external audit preparation and supervises implementation of corrective actions related to financial and administrative systems.
- Coordinates annual country program and project level risk and internal control assessments for enterprise risk management framework and reporting.

#### **Ensures efficient and effective financial and administrative management of country offices**

- Oversees accurate application of instructions and use of templates by country teams for annual budgeting and forecasting exercises. In coordination with International Finance and the HQ regional team, reviews budgets and forecasts prior to submission to headquarters.
- Provides support to country finance staff in ensuring accurate, timely, and complete month-end close.
- Performs quarterly review of country office books in accordance with OFAM.
- Reviews, approves, and submits to HQ monthly country office cash requests.
- Ensures country office finance and administration teams review compliance with local taxation and other payroll-related compliance.
- Verifies accurate application of procurement procedures and completeness of files.
- Ensures each country office has an active contract with a qualified legal counsel related to local labor and tax law.

#### **Provides technical assistance for business development and grants management**

- Serves as the liaison to the business development cost proposal lead for local costing, providing inputs directly or ensuring appropriate country program staff provide inputs.
- Participates as Finance Lead (or other roles) in Startup or Closeout Teams for projects, as assigned.
- Ensures country finance and administration teams develop and implement monitoring mechanisms for projects and subrecipients to verify compliance with donor rules and regulations governing award agreements.
- In coordination with headquarters International Finance staff, implement a schedule of periodic onsite reviews of sub awardees, including systems, procedures, and compliance to donor regulations.

#### **Serves as back stopping/surge support for country programs**

- For countries with small finance teams: support finance, administration, and operations functions in the segregation of duties such as serving as reviewer of transactions.
- Provide interim coverage for CFAO/Ms and CFDs during transitions and leave periods, as required.

### **Supervisory:**

- Supervises CFAOs, CFAMs or CFDs, as well as other assigned finance and administration staff (finance assistants, office administrators, drivers).
- Provide assistances in the recruitment, orientation, coaching, training, performance appraisal and professional development of country finance and administration staff.

- Coaches and mentors staff as needed on risk management, technical financial and accounting issues, monthly and year end close process, funder reporting, and project budget management.

#### Education:

Bachelor's Degree in Accounting, Business Administration, Management, or the equivalent. Post-graduate course work and an accounting certification is highly desirable.

#### Qualifications:

1. A minimum of ~~ten (10)~~eight (8) years demonstrated experience in public accounting, auditing, and office administration, in the INGO sector. At least three (3) years of supervisory experience required.
2. Experience working in financial and grants management in at least one the countries in the region (Kenya, South Sudan, Tanzania, Uganda). Regional management experience preferred.
3. Experience developing multimillion-dollar proposals for restricted funding sources (US and other national government aid programs, multi-lateral agencies, foundations).
4. Three (3) or more years of experience implementing or overseeing financial and administrative aspects of multi-year, high value institutional donor funded programs.
5. Extensive knowledge of U.S. government funding rules and regulations, cooperative agreements and contracts. Other bi-lateral donor rules and regulations a plus.
6. Proficiency in using accounting, Word, Excel, PowerPoint, Outlook, SharePoint, and web browser software. Experience in the effective use and management of Quick Books or MIP a major advantage.
7. Experience providing capacity building, conducting financial reviews/monitoring of country offices and partner organizations (NGOs, CBOs), and overseeing corrective action plans.
8. Ability to be accurate and attentive to detail in project accounting, tracking and monitoring, writing, editing, typing and filing.
9. Ability to work effectively both independently and as part of a team.
10. Ability to prioritize, organize and carry out multiple tasks efficiently under pressure and with little supervision; ability to accept supervision.
11. Highly developed analytical and communication skills, and ability to assimilate and process information for wide-ranging audiences.
12. Ability to work with diverse groups of people in multicultural, team-oriented environment.
13. Professional proficiency in written and spoken English. Additional language(s) spoken in the region a plus.
14. Authorization to work legally in Kenya or Tanzania

#### 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.

#### Working Conditions, Travel and Environment

- The duties of the job require regular work at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends, as required, and consistent with policies outlined in country office personnel handbook.
- This position must be able to travel as required for standard domestic and international business purposes, estimated at up to 30% of the time. 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 extreme 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.*