

## JOB OPPORTUNITY

# Finance and Administration Officer

### Summary

Finance and Administration Officers in CI are responsible for supporting the efficient and effective operation of large international development projects. Reporting directly to Project Leads, the Finance & Administration Officers provide administrative, financial, and logistical support required to implement large-scale projects funded by multilateral and bilateral donors. These positions work cross-divisionally with field offices and divisions across the organization, and cross-functionally with programmatic, financial, and administrative staff to ensure the Projects achieve its deliverables timely, effectively and efficiently.

For almost three decades, Conservation International has worked in the Southeast region of Mexico to implement conservation solutions within priority landscapes. Through cutting-edge science, innovative policy and global reach, we empower people to protect the nature that we rely on for food, fresh water and livelihoods.

### Responsibilities

#### Financial Management

- Ensure financial operations for the Project are in compliance with terms and conditions of donor(s) agreement, Conservation International's policies and procedures and practices and local regulations;
- Provide financial and administrative support in the design, implementation, and monitoring of Project activities;
- Develop, update and monitor budgets for the Project, including leverage, and under the direction of the Project Lead, manage Project budget allocations to other divisions and units within CI;
- Analyze Project expenses, including subrecipient financial reports, on a monthly and quarterly basis to ensure expenses are allocable and appropriately charged to the Project, are in compliance with donor requirements, and are in accordance with donor-approved budgets;
- Review financial reports with Project Lead on a monthly basis, ensuring accuracy of reporting, compliance with Project budget, allocability of expenses;
- Ensure timely billing of Project expenses to donor(s) and timely collection of cash due from donor;
- Assess cost-effectiveness of methodologies proposed by the Project team, making recommendations as appropriate;
- Prepare donor financial reports, including leverage, ensuring alignment with technical reporting;
- Maintain all Project records and documentation in CI's Enterprise Reporting System, Business World.

#### Project Management

- Support the Project Lead with effective, responsive and timely support on Project planning, implementation and monitoring;

- Advise Project staff on donor requirements; and provide training on financial management, recordkeeping, operational systems, and policies as necessary;
- Provide timely documenting and communication of deliverables, milestones, and award compliance requirements to the Project Lead and Project staff;
- Maintain effective linkages between technical components, grants and finance and administrative functions within the Project.
- Prepare requests and secure all required donor approvals for contractual, budgetary, procurement, etc., ensuring all such requests and approvals are appropriately documented;
- In coordination with the Project Lead, liaise with the donor on finance, administrative, and operations issues, participating in discussions on contract issues and actions, and following up on client requests and concerns.

#### Subaward management

- Develop and execute the Project procurement plan in accordance with the donor-approved budget and all applicable CI and donor policies, procedures and requirements. Assure all required approvals within CI and from the donor are timely secured. Lead procurement process to ensure proper planning, purchasing and distribution of Project products in compliance with donor requirements and CI policies and procedures.
- In collaboration with the relevant Grants and Contracts staff, finalize and administer sub-agreements, subcontracts, and other related Project agreements;
- With the support and guidance of the relevant Grants and Contracts staff, communicate with and orient subrecipients to ensure understanding of CI's grants and contracts procedures and donor regulations;
- With the support and guidance of the relevant Grants and Contracts staff, ensure the financial monitoring of all Project sub-grants in accordance with proper accounting principles and donor requirements.

#### Administration

- Coordinate or execute procurement process including development of terms of reference/scopes of work in coordination with the Project staff, requests for proposals and quotes ensuring compliance with donor's and CI's procedures and documentation requirements for various types and thresholds;
- Organize Project-related workshops and events;
- Maintain inventory of Project assets, ensuring items are properly maintained;
- Monitor use of Project assets;
- In collaboration with the appropriate Human Resources Business Partner and the responsible Project staff, support completion of paperwork related to recruitment and hiring of Project staff;
- Supervise junior financial and administrative staff as required.

#### **Requirements**

- Bachelor's degree in business, accounting, finance, or a related field;
- A minimum of 5 to 8 years of experience managing financial and contractual aspects for large international development projects;
- Significant experience with project financial management, including financial controls, accounting, and project audits, reporting, and donor compliance;

- Ability to work across various teams with excellent interpersonal skills and ability to navigate complex operating environments;
- Demonstrated knowledge of rules, regulations, and reporting requirements of USAID, GEF, and/or bilateral and multi-lateral donors;
- Strong analytical and computer skills, with experience using ERP systems and project management systems;
- Fully bilingual English and Spanish.

### **Skills & Abilities**

- Analytical skills to identify and solve problems;
- Attention to detail and highly organized;
- Ability to work in adaptive management contexts;
- Strong team approach in addressing issues or conflict while ensuring full compliance with international donors (USAID and the GEF) and CI policies.

### **Working Conditions**

- This position is based in Mexico City office.
- Regular office environment.
- Readiness to travel throughout Mexico and some international travel.

### **Application Process**

Candidates who meet the requirements, please send your CV with relevant experience to:

**Email:** [gsoto@stkjobs.com](mailto:gsoto@stkjobs.com)

**Subject:** "Finance and Administration Officer"

**Deadline:** October 23<sup>rd</sup>, 2020

