POSITION: Associate Director, Finance and Operations
LOCATION: Ouagadougou, Burkina Faso
SUPERVISOR: Program Director, Alive and Thrive Project/Burkina Faso
BAND: MM/12
SALARY: Commensurate with education/experience

Project Summary: Alive & Thrive is an initiative to improve infant and young child feeding practices by increasing rates of exclusive breastfeeding and improving complementary feeding practices. The first 1,000 days, from conception to two years of age, provide a window of opportunity to prevent child deaths and ensure healthy growth and brain development. Alive & Thrive is scaling up nutrition through large-scale programs in several countries in Asia and Africa and through strategic technical support for adaptation of tools and approaches and dissemination of learnings worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation and the governments of Canada and Ireland.

A&T has been working in Burkina Faso since 2014 in close partnership with the government and key NGO stakeholders to increase optimal breastfeeding practices nationally. The Bill and Melinda Gates Foundation has awarded a new grant for A&T to continue its work in Burkina Faso through 2022 with a focus on maternal infant and young child nutrition (MIYCN).

Position Summary: Under the leadership of the A&T Burkina Faso Program Director, the Associate Director, Finance & Operations prepares, administers and directs the budget for the A&T Burkina Faso program. S/He manages the activities of the finance and administrative staff (as applicable), reviews and approves recommendations for financial planning and control, and provides relevant fiscal information to the management team. S/He works closely with the Program Director to plan, implement and monitor activities in accordance with the work plan and budget. S/He develops and manages internal financial audits, develops formal reporting systems to communicate results of audit activities to management and those involved in FHI 360 compliance activities. S/He selects, develops and evaluates applicable personnel to ensure efficiency.

The position requires qualifications and appropriate skills in accounting, extensive experience in short term technical assistance (STTA) and sub-award management, operational management as well as strategic thinking, excellent communication skills in French and English, and strong technical knowledge in financial management.

Essential Job Functions:

- Assumes primary responsibility for managing project financial, operational and administrative functions.
• Assist the A&T Burkina Faso Project Director, and other program staff as applicable, to prepare advance lists of procurement items and technical activities for planning efficient and timely inputs to support work plan activities.

• Manages the operational and strategic functions of the finance & admin team to ensure compliance and efficiency.

• Reviews and analyzes monthly financial reports regarding budgets – actual and forecast.

• Reviews and approves monthly Imprest prepared by finance and administrative staff before it is sent to the Home Office.

• Ensure sound financial management of STTA and sub-awards, including appropriate utilization of funds, timely invoicing, financial tracking, etc. Liaise with key sub-contractors in relation to financial matters as per the project financial guidelines.

• Follow up on all financial aspects of local procurement and contracting, including processing of payments, financial monitoring, tracking, etc. as per project financial procedures.

• Work closely with A&T Burkina Faso Contracts and Procurement Manager to coordinate local procurement for equipment, supplies, and services.

• Review and approve procurement of goods and services’ packages for compliance with project’s policies before they are approved by the Project Director.

• Provide technical assistance on accounting and financial matters. Identify areas needing improvement and provide necessary staff and sub-grantee development and training.

• Assist technical staff in monitoring sub-project budgets in accordance with approved work plan activities.

• Maintain a direct and open communication with the Home Office.

• Perform other duties as necessary

Specific Responsibilities

Imprest Accounting

• Assume primary responsibility for reviewing the imprest account promptly and accurately, including the review of bank statements, bank reconciliations, expense/advance reports, and imprest reports. Imprest account is managed using the accounting software QuickBooks.

• Ensure that the imprest report is complete, individual transactions are properly documented and approved and all accounts are reconciled prior to submission to Headquarters.

• Work closely with the project finance staff in Burkina and at headquarters to ensure final reconciliation of imprest transactions and to resolve questions on the imprest reports promptly.

Work closely with the Burkina Faso Project Director to prepare cash flow and monthly projection of expenses for replenishment of field funds.
Financial Management of STTA and Sub-Awards

- Review and analyze vendor and sub-contractor vouchers for accuracy and compliance with client’s and FHI Solutions’ billing requirements.
- Conduct periodic site visits to sub-awardees to monitor financial performance, verify supporting documentation, review invoices, and ensure proper internal control systems and procedures are in place.
- Serve as a liaison between vendors and sub-contractors and the project headquarters office in matters related to financial management.
- Review information on the payments, invoices, and overall financial status of sub-awards in the monthly commitment tracker.
- Request annual audit reports from sub-contractors and partners as applicable, review and report to headquarters-based financial management team on the results.

Accounts Payable and Cost Allocation/Administration

- Oversee the payroll process including tracking of leave.
- Review expense reports submitted by office staff and consultants, provide feedback as necessary.
- Assure proper allocation of expenditures to funding source and expense categories.

Budget

- Work closely with the Project Director to prepare annual budgets.
- Control budget availability for each requisition.
- Maintain, review, analyze and track country project budget on a regular basis; record actual costs against approved budget.
- Report any major variances (or projected deviations) to the Program Director and the HQ.

Administrative Management

- Coordinate project activities with the Field Office team to support sound fiscal and administrative management of these activities in accordance with FHI Solutions’ policies and procedures.
- In coordination with Project Director, monitor project activities and make sure that communication and coordination among project partners is effective to ensure that activities are complete and on schedule.
- Ensure compliance with Burkina Faso laws (including labor laws) and tax regulations.
- Guide the organization of business meetings and workshops, including coordinating the engagement of speakers, room arrangements, arranging
refreshments, and ensuring that minutes are taken, as directed.

- Oversee arrangement of travel and accommodation for staff and visiting consultants, including booking hotels, organizing meetings, arranging train, car, or air travel; tracking messages and communication; and maintaining contact with staff during travel.
- Coordinate with local organizations to ensure collaboration on administrative issues.
- Maintain close communications with project partners and HQ staff.
- Assist the Project Director and other program staff as applicable to prepare advance lists of procurement and technical activities for planning efficient and timely inputs to support work plan activities.
- Keep the Project Director updated on latest rules and regulations regarding country operations and support him/her to carry out activities accordingly.
- Assist with the recruitment of new staff including salary negotiations, checking of references and following FHI Solutions’ HR processes.
- Serve as liaison between home and field office in terms of finances, operations and administration.
- Perform other duties as necessary.

Qualifications

- Master’s Degree preferred in accounting, finance, or other relevant field or equivalent combination of education and work experience.
- Minimum of 8+ years financial management experience, with at least 3 in a supervisory capacity.
- QuickBooks experience strongly preferred
- Computer skills, including Microsoft Word and Excel
- Excellent organizational, written and oral communication skills
- Ability to travel to project field sites
- Fluency in written and spoken French and English required
- Ability to work with minimal supervision
- Proven ability to pre-plan critical actions and carry out actions in an efficient and timely manner
- Track record of being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time

To apply, please visit our website www.aliveandthrive.org or e-mail your cover letter and resume to: aliveandthriveburkinafaso@gmail.com.