

Finance & Administration Manager - USAID-funded Zambia Sustainable Water, Sanitation and Hygiene Partnerships Activity

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Company: RTI International

Location: Lusaka

Category: other-general

Position Description

RTI is seeking a **Finance and Administration Manager** for the anticipated USAID-funded Zambia Sustainable Water, Sanitation and Hygiene Partnerships Activity. The Finance and Administration Manager will be responsible for finance, operations, and grants management and ensure compliance with USAID and RTI policies and procedures. The position is expected to be based in Lusaka with regular field travel as part of program implementation. This position will report to the Chief of Party.

Position is contingent upon award and funding.

Responsibilities

Oversees the project's financial management and preparation and submission of financial statements, budgets and other cost-accounting reports.

Ensures adherence to USAID and RTI financial and accounting policies and procedures consistent with various laws and regulations.

Manages projection of monthly, quarterly, and annual expenditures and prepares pipeline estimates. Anticipates, and evaluates current and emerging financial risks, develops and implements mitigation strategies.

Manages the Grants Fund in line with USAID rules and regulations and RTI policies.

Reviews day-to-day grant financials using RTI's robust Grants Management System, a central repository and document archive, including pre-award/application documents, signed grant agreements, modifications, and documentation monitoring capabilities.

Oversees the procurement of goods and services and be the delegated signature authority to execute Third Party commitments.

Supports compensation benchmarking, salary adjustments and negotiations.

Supervises finance and operations staff or consultants.

Closely coordinates budgeting and financial management activities with RTI Home Office as needed.

Qualifications

Bachelor's degree and 8 years of experience, master's degree and 6 years of experience, or equivalent combination of education and experience.

Minimum five (5) years of experience overseeing finance and administration for a USAID-funded project of a similar size and complexity.

Key Experience and Skills

Certified Public Accountant is preferred.

Knowledge of applicable USG procurement, assistance, rules and regulations, as well as administrative policies and techniques;

Excellent track record of good interpersonal, supervision, leadership and managerial skills;

Results-oriented and team player and ability to follow guidelines and controls required of the position;

With excellent oral and written communication skills.

Prior experience working on donor funded, particularly USAID-projects preferred.

Demonstrated excellence in financial and analytical skills.

Familiarity with USAID financial regulations, grants under contract regulations, and other donor and governmental requirements.

Experience in grants/subcontract management highly preferred.

Demonstrated strength in general business administration and leading financial management in an organization.

Strong organizational and interpersonal skills and ability to communicate effectively at multiple levels in the organization.

Demonstrated success in managing and leading a team and collaborating with interdepartmental teams.

Working knowledge of MS Office applications and familiarity with automated accounting systems; QuickBooks are preferred.

Exceptional communication and interpersonal skills in English.

Excellent writing skills in English.

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Cross References and Citations:

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