



Country Finance and Administration Manager (CFAM)

Type – Full time

Location- Liberia

Reporting – Chief of Party

About Nascent Solutions

Nascent Solutions, Inc. (Nascent) is an African women-led international development organization founded in 2004 with a mission to harness the creative entrepreneurial skills of target beneficiaries, especially women and youth to strengthen their capacity to champion the development agenda of their communities for self-reliance. In the last 18 years, Nascent has mobilized resources and collaborated with government and partners in our host countries to implement programs in food security, nutrition, education, and maternal and child health, which have impacted the lives of over 10 million people in several African countries including Cameroon, Liberia, Malawi, Sierra Leone, Uganda, and Zambia .

Our company has worked alongside Liberians to establish pathways through participatory bottom-up approaches, which enhance our understanding of the root causes of critical challenges. This enables us to collectively develop tailored interventions that incorporate context appropriate mechanisms for sustainability. Our tested integrated multi-sectoral approaches prioritize stakeholder engagement at national, local and community levels. We have worked closely with the Government of Liberia, the private sector, civil society, international and local NGOs to implement programs in several counties of Liberia. Nascent is one of the rising development actors in Liberia implementing strategic and result-driven programming. For more details, visit: www.nascents.org

Position Summary

Nascent is seeking to recruit a Country Finance and Administration Manager (CFAM) for an anticipated five-year U.S. Agency for International Development (USAID) Incentive Learning Activity program. The proposed program aims to address food insecurity and incentivize school enrollment and ensure access to education for vulnerable and underserved school age children. The program will provide school meals, targeted financial incentives, engage communities and parents and conduct social and behavior change communication. The Country Finance and Administration Manager (CFAM) will be responsible for providing the country office with reliable accounting and adequate management of the financial, physical, and human resources available for the programs being developed and implemented. The CFAM will plan, organize, direct, and ensure proper internal controls for the financial management, accounting operations and administration of the country office in accordance with regulations, policies, and procedures.

Note: Position is contingent upon receipt of donor funding.

1. Financial

- Support the annual budget planning and contribute to the monthly budget variance analysis
- Develop and maintain local amendments to the Overseas Finance and Administration Manual to reflect adaptations to agency policies and procedures.
- Maintain country program books in QuickBooks

- Ensure filing of supporting documents, which includes vouchers and payment receipts, payroll vouchers and related tax documentation, bank account statements and reconciliation and other documents.
- Generate monthly, quarterly, and annual financial reports.
- Prepare monthly cash forecast and coordinate with HQ for fund transfers that are adequate for office and project operations.
- Manage bank accounts and reconciliations.
- Control and maintain petty cash reserves.
- Create monthly and annual statements to government authorities for tax, social security, and other legal responsibilities.
- Assist the auditors (internal and external) during the audit processes.
- Lead and coordinate orientation on financial management for local partners
- Ensure field visits to the regional partners' office to follow-up their fiscal procedures.
- Conduct performance feedback sessions and team meetings with the finance staff of local partners

2. Logistics and Administration

- Lead procurement efforts to identifying and obtaining goods and commercial services.
- Ensure the smooth operation of the office, including maintenance of office supplies and management of service providers.
- Maintain asset lists and manage appropriate asset disposition per governmental and donor policies.
- Ensure the appropriate management and tracking of the vehicle fleet, including maintenance and assessment of vehicle use logs.
- Manages the procurement and renewal of insurance as necessary by law for national personnel and vehicles.
- Knowledge of local administrative practices and procedures for airport and port.

3. Human resources

- With support from HQ staff, organize the recruitment and separation of personnel.
- Ensure all employee contracts, other records are comprehensive and stored in a secure manner.
- Keep records of staff vacation, compensation days, sick leave, and other categories of leave.
- Prepare and manage staff payroll and benefits.
- Prepare, pay, and file taxes and other withholdings related to payroll.
- Ensure all personnel are trained on Handbook, code of conduct and other rules.
- Stay informed of any new local labor law changes.

4. Program support

- Support to business development endeavors, specifically with regard to costing the local expenses and assisting management and/or partners in financial plans.
- Design and prepare financial reports and work with the management on identifying the matters that should be addressed concerning budgeting and execution of donor funds.
- Provide practical assistance to staff and partners in relation to finance and administrative management.

Required Skills, Qualifications and Attributes

- Master's Degree in Economics, Finance, Accounting and/or a related area.
- 10+ years of demonstrated experience successfully managing complex USG or other international donor programs, CPA is highly preferred.
- Demonstrated capability to effectively collaborate with host governments, local communities, organizations, and partners and stakeholders at all levels.
- Proven capability to effectively manage and groom staff as part of a multi-disciplinary team.
- Ability to manage cooperative agreements, contracts, and grant-making projects in accordance with all reporting obligations.
- Ability to operate internal control functions to manage daily operations of the project.
- Excellent interpersonal and communication skills, including oral and written fluency in English
- Previous in-country experience in an African country is highly desirable.

How to Apply

Interested candidates should submit a cover letter, 3 references and CV to recruitment@nascents.org. Please include "CFAM - Liberia" in the email subject line. CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. Closing date for applications is **September 15, 2022. Liberian nationals are highly encouraged to apply.**

Nascent Solutions provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.