

## **Country Finance and Administration Manager (CFAM)**

**Type – Full time**

**Location- Burkina Faso**

**Reporting – Chief of Party**

### **Introduction**

Nascent Solutions, Inc., (Nascent) is seeking to recruit a **Country Finance and Administration Manager (CFAM)** to assist with overseeing a USAID program. The incumbent will preferably have experience within a developing country and expertise in managing USG funds. A successful candidate will also provide oversight into all aspects of accounting and liaise with management and technical leads to ensure compliance and .

The goal of the anticipated five-year Resilient Education for Crisis-Affected Children activity in Burkina Faso is to increase primary education completion, particularly for displaced and host community learners who have been marginalized due to conflict and crisis conditions, with improved foundational skills and wellbeing, even in the face of shocks and stressors. A disproportionate number of Burkinabe primary school-aged children are unable to complete their primary school education, nor receive quality instruction, and therefore struggle to acquire foundational skills. Insecurity, displacement and climate risks further exacerbate poor education conditions for both host community and displaced learners. This activity has been designed to support the Government of Burkina Faso's Education Sector Plan (2017-2030).

***Note: Position is contingent upon receipt of donor funding.***

### **1. Financial**

- Support the annual budget planning and contribute to the monthly budget 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 identify and obtain 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 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.
- Previous in-country experience in an African country is highly desirable.

## **Language:**

- The candidate must be professionally proficient and fluent in written and spoken English.

## How to Apply

Interested candidates should submit a cover letter, CV, to [recruitment@nascents.org](mailto:recruitment@nascents.org). Please include “**CFAM – Burkina Faso**” in the email subject line. **Each CV must not exceed two pages, the Applicant must also submit three references for each person proposed and provide complete contact information, including his/her most recent supervisor’s name and contact information.** Please note that only shortlisted candidates will be contacted. Closing date for applications is **December 20, 2022**. *Salary commensurate with experience.*

## About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package which may include health insurance, paid vacation, 401(k), and a professional development stipend.