



Job Description: Consulting Regional Finance and Administration Manager – Africa Programs

Miracle Corners of the World® (MCW) is a U.S. based non-profit organization founded in 1999 with the vision that communities throughout the world achieve greater levels of education, improved health and increased economic security and a mission to address communities' pressing needs by empowering current leaders and readying leaders of tomorrow. Based in New York, with partner organizations in Africa, MCW offers the following three core programs: the Young Leaders Program, Community Development, and Oral Healthcare, as well as Partner Programs, including Human Rights and Pediatric AIDS Treatment for Africa (PATA) projects.

Our core values include integrity, compassion, accountability, responsibility, and excellence. MCW supports partner organizations to become community leaders by offering: sustaining grants, operational support, scholarships, continuing professional development, and access to an international network. The MCW Community Development Program develops and supports local partner organizations in Rwanda, Tanzania, and Zambia, where they operate centers located in underdeveloped areas (referred to as MCR, MCT and MCZ, or MCx, collectively). Local Boards and Country Managers tailor programs with support from MCW according to the needs of the communities.

MCW is seeking an experienced Regional Finance and Administration Manager to join our small international team to create financial management systems that meet donor and audit requirements, provide training to local partner organization staff, oversee monthly reconciliations and systems strengthening to ensure smooth and efficient management of the financial and administration systems within and between MCW and its partner organizations. The ideal candidate will possess a solid, entrepreneurial skill set focused on rapid operational growth.

The post requires working closely with the MCW global team members and Country Managers in Rwanda, Tanzania and Zambia. The position works under the direct supervision of the Chief Operations Officer, and guidance from Board members in each country.

This is a fixed term 12-month position located in Dar es Salaam, Tanzania with a 3-month probation period. There may be the opportunity for the position to be located in Zambia or Rwanda, and requires that the applicant has the appropriate permits to work and reside in one of these countries, the willingness to travel between all center locations in Tanzania, Rwanda, Zambia, to New York and to other areas as needed.

All applications are due June 23, 2017. Applications received after that time will not be considered.

Roles and Responsibilities:

SUPPORT MANAGEMENT OF COUNTRY FINANCES

In close liaison with the Chief Operating Officer and Country Managers:

- Enforce MCx compliance with all policies and procedures of the MCx Finance Manual;
- Maintain accurate and complete MCx accounts in accordance with MCW's finance systems and donor requirements;
- Ensure MCx monthly and annual tax payments and other statutory obligations are administered and processed in accordance with Country-specific laws;
- Ensure all transactions and activities are conducted in accordance with accounting principles;
- Ensure that all revenues from community centers are properly collected and accounted for;
- Set up MCx accounting system (QuickBooks) and ensure Country Managers are properly trained;
- Produce monthly and quarterly financial reports;
- Produce expenditure forecasts as required;
- When reconciling expenses, ensure that all expenses were authorized and efficiently processed;
- Manage MCx annual audits, ensuring compliance with country legislative requirements for financial reporting;
- Act as focal point for all MCx financial queries, reporting and compliance.

COMPLIANCE

In close liaison with the Chief Operating Officer and MCW Global Team:

- Ensure financial, budgeting, human resource and administrative policies and procedures are regularly reviewed and documented, in compliance with MCW's policies, country-specific laws and donor regulations;
- Conduct training sessions for all relevant partner organization staff on finance, human resource and administrative systems based on needs and liaise with New York global office on MCx reporting and compliance;
- Liaise between the MCW staff and the relevant officials on all issues relevant to MCW and MCx reporting and legal compliance.

STRATEGIC INPUTS

- Participate in the development and implementation of MCx Annual Budgets and mid-year actual-to-date burn rates;
- Participate in resource mobilization including costing and budgeting;
- Participate in the formulation of policies as required.

ADMINISTRATIVE / HUMAN RESOURCES

In close liaison with Country Managers:

- Maintain an inventory of all MCx assets;
- Assist the Country Manager in salary review and staff annual performance appraisal;
- Participate in the determination of human resource requirements in the MCx offices.

OTHER

- Develop understanding of, and contribute to, MCx Programs and strategies;
- Maintain good relationships and collaborate with MCW's Country Teams and Global Team;
- Be an active member of the MCW team and support and assist colleagues;
- Be willing to attend all Board meetings whenever required
- Any other duties which contribute to the smooth running of the MCx financial and administrative functions as required.

Qualifications:

- ✓ Minimum Bachelor's Degree in business administration or business studies with specialization in finance or accounting, CPA strongly preferred.
- ✓ Must have at least 5 - 8 years of experience working in finance, accounting and administration in a relevant field of NGOs or INGOs.
- ✓ Must have experience using QuickBooks accounting software; creation of a general ledger in QuickBooks Online preferred.
- ✓ Strong knowledge of generally accepted accounting principles, A-133 or Yellowbook audits, USG cost principles and managing restricted funding.
- ✓ Must have the ability to produce financial reports, both cash and accrual in accordance with donor requirements.
- ✓ Demonstrative experience managing competitive procurements.
- ✓ Must have skills using Microsoft Word and Excel spreadsheet, creation of macros and pivot tables are preferred.
- ✓ Fluency in English is required; Knowledge of Swahili and/or French are preferred.
- ✓ A positive problem-solving approach with good interpersonal and team-working skills.
- ✓ A willingness to promote the work of MCW and assisting in the strategy to grow through collaborative work with others.
- ✓ A commitment to working in a non-partisan manner.
- ✓ A commitment to learn and be open for new ideas and approaches.

Rwandan, Tanzanian and Zambian citizens are strongly encouraged to apply.

To apply, please email the following to africaprograms@mcwglobal.org:

1. Letter of interest;
2. CV/Resume; and
3. References.

Compensation:

Compensation will be commensurate with experience. MCW is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals regardless of HIV/AIDS status, race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship and disability.

Please visit our website to learn more about MCW: www.mcwglobal.org