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| **Position Title:** | Finance Manager |
| **Position Number:** | 7007 |
| **Reports To:**  | Associate Director, Finance & Operations (FHI Clinical) |
| **Project Worksite:** | Central Office |

Project title: Support to NIAID DCR Partnership for Research on Vaccines and Infectious Diseases in Liberia (PREVAIL): Clinical Research Infrastructure in International Locations.

Purpose: Facilitate the implementation of clinical research programs in international settings with a focus on infectious diseases. The main areas of intervention are research infrastructure defined as “PREVAIL warm base” and the conduct of PREVAIL clinical research studies. Leidos Biomedical Research Inc. as mandated by NIAID DCR will oversee the implementation of this program working in close collaboration with its subcontractor, FHI Clinical Inc.

FHI Clinical Inc. (FHIC) is seeking the services of a Finance Manager to support the PREVAIL project activities in Liberia. This position will be filled locally, and Liberian nationals will be given priority in the recruitment process.

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The Finance Manager oversees the management of the field financial activities working in close collaboration with FHIC Headquarters (HQ) Finance team. The main tasks comprise the creation of financial management systems which include the setup of the field accounting systems, budgeting, monitoring tools, and, the production of periodic reports such as the monthly financial reports in accordance with the established rules and regulations. Provides leadership and technical guidance for compliance with Generally Accepted Accounting Procedures (GAAP) and local rules to field finance team. Knowledge of Cost Accounting Standards (CAS) and Federal Acquisition Regulations (FAR) will also be required. Experience in comprehensive management of business support and compliance functions in organizations funded via government, contracts.

**Description of Responsibilities:**

* Reviews and analyzes monthly financial reports regarding budgets, which includes actual spend, forecasting and revenues projections.
* Provides recommendations and consults with management on financial projects and compliances.
* Assists field office and HQ in the preparation of financial accruals, pipeline analyses, burn rates, etc.
* Helps interprets local laws pertaining financial obligations in country and regularly reports all problematic issues or conditions that may pose a risk to the implementation of the project’s activities.
* Creates and provides financial reporting for annual budget planning, audit reviews and assessments.
* Engaged in the more critical and confidential aspects of financial analysis.
* Assists with development and management of internal financial audits.
* Works with confidential data, which if disclosed, might have significant internal and / or external effect.
* Keeps abreast with the latest trends in financial accounting and changes in legislation.
* Trains and oversees direct reports to ensure compliance with financial policies and procedures, as well as GAAP practices. Regularly monitors written and verbal communication with project and client relationships.
* **Provides guidance and oversight to direct report(s) including the management of workload, special projects, performance management, salary review, and career development.**
* **All other duties as assigned.**

**Skills**:

* Comprehensive knowledge of concepts, practices, and procedures with accounting, financial controls, and financial information systems.
* Sound knowledge and experience with Generally Accepted Accounting Principles (GAAP) practices and reporting guidelines. Background and job-related experience in CAS and FAR regulations.
* Ability to influence, motivate, negotiate and work will with others.
* Is well-versed in laws and regulations that have impact on financial analysis and management controls.
* Ability to provide strategic leadership and advice to team, exchange information and collaborate with colleagues and peers within and outside the organization.
* Possesses a full understanding of the organizational structure, policies and practices, and the impact on own area and the entire organization.
* Must have excellent communication, diplomatic and negotiation skills. Excellent oral and written communication skills.
* Excellent and demonstrated organizational and presentation skills.
* Excellent and demonstrated project management skills.
* Ability to multi-task and meet deadlines in a timely manner.

Leadership Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education: Bachelor’s Degree or its International Equivalent in Finance or related field.**
* **Preferred Job-related Experience: At least 5-8 years of related work experience, including three (3) years in management and three (3) years working at the corporate or organization level.**
* **Additional Eligibility Qualifications: Past experience managing a financial analysis department is required. Must be able to read, write and speak fluent English. Prior work in a non-governmental organization (NGO) and working with an international organization is required.**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application