



Finance and Administration Director

Location: Yambio, South Sudan

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

As our Finance and Administration Director, your primary function will be to develop and coordinate the Country Office plan and processes for recording, controlling, monitoring and reporting for all financial operations. You will ensure contract compliance, oversee IT, procurement, inventory, logistics, and general administration.

All Country Office program support functions are implemented efficiently and cost-effectively with your leadership. You have a knack for providing high quality services and information to 'clients' at different levels of CMMB, and to other stakeholders. You foster a values-based organizational culture, ensuring good internal controls, compliance and conscientious stewardship of the annual budget.

As a member of the Senior Leadership Team, you participate in decision and policy making on matters of Program and Program Support at a strategic level. You oversee grant management and production of timely reports for donors and CMMB internally.

Responsibilities

- Lead timely production of all project budgets and narrative reports on a regular basis, together with the team, and ensure project grant financial report are shared monthly.
- During the critical close-out months of a grant, work closely with Project Managers to ensure budgets are utilized fully and effectively while maintaining compliance to donor and CMMB policies.
- Ensure donor and internal reporting are completed according to agreed-upon standards and in a timely manner.
- Prepare Country Office annual budget for submission to New York.
- Monitor all grant spend rates, and ensure shared program costs are properly calculated and assigned.
- Work with Program teams to forecast country office cash requirements each month.
- Lead Country Office response to any audit enquiries, and ensure Country Office compliance with CMMB's accounting policy, procedures and generally accepted accounting principles.
- Ensure Country Office cash flow is sufficient to keep projects and all offices operating.



- Ensure quality data entry of monthly close out reporting and reports: bank reconciliation reports, intra-company reconciliation, payroll reconciliation, sub-office reports, sub-ledger and non-sub ledger accounts reconciliation; Ensure quality review of balance sheet, income statement, grants and contracts receivable/payable accounts, etc.
- Ensure adherence to CMMB and donor policies and procedures, cost-effectiveness, and timely receipt/disbursement of materials and equipment.
- Manage Country Office inventory assets and processes, including analysis of consumption trends, stock levels and other areas to reduce costs. Ensure adequate insurance coverage for all fixed assets.
- Ensure that the Country Office complies with all U.S. government anti-terrorism policies.
- Ensure that IT services are delivered efficiently and effectively to clients in all South Sudan offices; ensure that hardware, software and channels of communication (verbal and data) are up-to-date and cost effective.
- Review and advise on all Country Office leases and contracts signed by the Country Director.
- Provide proper supervision and management for all direct reports and lead the establishment and functioning of a strong, effective and coordinated team.
- Ensure the proper implementation of CMMB's performance management system for direct reports, including job description, regular feedback, mid-term reviews and annual performance appraisals.
- Proactively address performance issues through regular, constructive and honest feedback and coaching.
- Identify necessary staff development, career development and succession planning strategies for direct reports.
- Ensure that space and incentives are available to allow staff to develop and innovate.
- Responsible for overseeing the overall maintenance of the office premises, facilities assets and equipment (physical work environment) and ensures that these are safe for staff, secure and efficiently utilized.
- Ensure that Country Office safety and security procedures are maintained current and appropriately adhered to. Liaise with appropriate security network to that safety and security information is obtained/shared in a timely manner.
- Ensure adequate security for office premises and CMMB property.
- Undertakes other tasks as deemed necessary in line with the goal of providing management support to the Country Office as assigned by the Country Director.

Qualifications

- You have at least 5 years' experience in a senior finance management position in the NGO/development sector. With your knowledge, you speak the language of a strong accounting and finance professional. You have demonstrable experience of administration and procurement, country office management, as well as excellent knowledge of grants management with various donors. You have proven experience with proposal development with a range of international donors (USAID, UN agencies, etc.).
- You have strong analytical and problem skills, attention to detail, and the ability to work effectively under time pressure, as well as with auditors. You are a strategic thinker and you have the knowledge to develop a competitive advantage with CMMB programs. You have a demonstrated record that reflects high ethical standards and fiscal stewardship, good business judgement and financial acumen.
- You are a strong people leader with experience in coaching and negotiation skills. You are talented in building the trust of others and fostering collaborative relationships. You model teamwork behaviors and team building skills. You know about the challenges in the international non-profit world, current issues and technical support and partnerships.
- You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**.



How to apply

Visit our [careers page](#) for more information, and [click here to apply](#).

A message from Bruce Wilkinson, our President and CEO

As President of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Director of Finance & Administration is critical to the effective and efficient operation of our South Sudan Country Office and to the achievement of our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce